

**DEPARTMENT OF THE ARMY**  
**Army National Guard Maneuver Training Center**  
**Fort Pickett**  
**Blackstone, Virginia 23824-9000**

**Training**

**POLICIES AND PROCEDURES**

	<u>PARAGRAPH</u>
<b>CHAPTER 1 GENERAL</b>	
Purpose	1-1
Scope	1-2
Total Force	1-3
RC Planning and Coordination Conference	1-4
Advance Parties	1-5
Protocol	1-6
Off Limits Areas	1-7
Self-Sufficiency of Reserve Components	1-8
Reports	1-9
Claims	1-10
Recoverable/Recyclable Materials	1-11
<b>CHAPTER 2 TRAINING FACILITIES AND SCHEDULING PROCEDURES</b>	
General	2-1
Scheduling	2-2
Requests for Training Support	2-3
Reports	2-4
Map Issue	2-5
Use of Blackstone Army Airfield (BAAF)	2-6
Request for Training Support Format	2-A
AAR Format	2-B
<b>CHAPTER 3 DIRECTORATE OF LOGISTICS (DOL)</b>	
General	3-1
Class I Rations	3-2
Class II Supplies	3-3
Class III Petroleum Products	3-4
Class IV Construction Materials	3-5
Class V Ammunition	3-6
Class VI Personal Items	3-7
Class VII Major End Items	3-8
Class VIII Medical	3-9

\*This regulation supersedes Fort Pickett Regulation 350-1, 1 November 2009

	<u>PARAGRAPH</u>
Class IX Repair Parts	3-10
Commercial Transportation	3-11
Signature Cards	3-12
Troop Billeting General Procedures	3-13
VOQ, VEQ, Cottages Procedures	3-14
Accounting for lost or damaged property	3-15
Clearance Procedures	3-16
 <b>CHAPTER 4    DIRECTORATE OF PUBLIC WORKS (DPW)</b>	
Reimbursable Support Cost	4-1
Responsibilities of Unit Commanders	4-2
Breakdowns in Utilities and Minor Routine Repairs	4-3
Installation and Maintenance of Cooking Ranges, Hot Water Heating Units, and Gasoline Field Units	4-4
Insect and Rodent Control	4-5
Clearance	4-6
Fire Regulation	4-7
Signs	4-8
Liability for Damages	4-9
Materials and Equipment	4-10
Electrical Power Conservation	4-11
Issue of Supplies	4-12
Timber Destruction	4-13
Private Property	4-14
Use of Utility Road	4-15
Field Telephone Wire	4-16
Concertina Wire	4-17
Mess Hall Equipment	4-18
Installation of Antennas	4-19
Occupant Owned Window Air Conditioners	4-20
Field Disposal of Wastewater	4-21
Spill Prevention	4-22
Spill Response Procedures	4-23
Hazardous Waste Disposal	4-24
Non-Hazardous Waste Disposal	4-25
Disposal of Petroleum Products	4-26
Recreation/Watershed Areas	4-27
Threatened and Endangered Species	4-28
 <b>CHAPTER 5    COMMUNICATIONS</b>	
General	5-1
Responsibilities of Unit Commanders	5-2

	<u>PARAGRAPH</u>
Training Area (TA)/Firing Point (FP)	5-3
Communications	
Radio	5-4
Safety	5-5
 <b>CHAPTER 6 MEDICAL</b>	
Reference	6-1
General	6-2
Facilities and Staffing	6-3
Credentialing Requirements	6-4
Patient Transportation and Evacuation	6-5
Sick Call Procedures	6-6
Mass Casualty Disasters	6-7
Medical Supply Procedures	6-8
Medical Coverage for Ranges and Field Sites	6-9
Preventive Medicine/Health and Environmental Procedures	6-10
Existing Prior To Service (EPTS) Conditions	6-11
Immunizations and Physical Examinations	6-12
Hospitalization Beyond A.T. Period	6-13
 <b>CHAPTER 7 ADMINISTRATION</b>	
Deaths and Serious Injury Reporting	7-1
Publications and Blank Forms	7-2
Unit Mail Clerks and Unit Postal Officers	7-3
Mail and Locator Service	7-4
Message Center Operations	7-5
Wearing of the Uniform	7-6
Identification and Privilege Cards	7-7
PRN 124	7-8
Community Recreation Activities	7-9
Religious Services and Chaplain Activities	7-10
Non-appropriated Military Unit Funds	7-11
Unit Parties	7-12
Post Exchange	7-13
Telephone Centers	7-14
Red Cross	7-15
Early Release	7-16
Safety	7-17
Recycling Facility	7-18
Hazardous Material Disposal	7-19

<b>CHAPTER 8</b>	<b>LAW ENFORCEMENT AND MILITARY DISCIPLINE</b>	<b><u>PARAGRAPH</u></b>
	Traffic and Law Enforcement at Fort Pickett	8-1
	Jurisdiction	8-2
	Confinement	8-3
	Firearms, Lethal Weapons, and Fireworks	8-4
	Military Police	8-5
	Control of Alcoholic Beverages	8-6
	Courtesy Patrol (CP) Program	8-7
	Traffic Enforcement and Regulations	8-8
<b>CHAPTER 9</b>	<b>RESOURCE MANAGEMENT DIVISION (DRM)</b>	
	Reference	9-1
	General	9-2
	VaARNG Units	9-3
	DPCA Support Functions	9-4
	DPTS Support Functions	9-5
	DOL Support Functions	9-6
	DPW Support Functions	9-7
	Environmental Support Functions	9-8
	VaARNG Maintenance Support	9-9
	Equipment Concentration Site #88	9-10
	Types of Funding Documents Required	9-11
	Unit Fund Dividends	9-A-1
	Sample MIPR	9-B-1

## CHAPTER 1

### GENERAL

**1-1. PURPOSE.** To provide instructions and establish procedures to be followed by any organization using training facilities or training areas at Fort Pickett, Virginia. Commanders and personnel of all National Guard and Reserve Force units, Active components, and other governmental agencies will follow these procedures. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with this regulation are subject to punishment under UCMJ as well as other adverse action authorized by applicable United States Code sections or federal and/or state regulations. This regulation is applicable to all units and agencies at Fort Pickett and all off-post units using the Army National Guard Maneuver Training Center Fort Pickett. This directive is also applicable to all individuals, military or nonmilitary, engaged in the activities on Fort Pickett described in the remaining paragraphs of this regulation. Personnel in charge of training must read, understand and comply with this regulation. This regulation prescribes local procedures for safe training and should be used in conjunction with AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat, to ensure all safety requirements are met.

#### **1-2. SCOPE.**

a. This regulation provides a one-source general planning guide for all active and reserve components (AC/RC) and other agencies requesting training facilities or scheduled to conduct training at Fort Pickett.

b. This regulation is not all encompassing nor is it intended to be.

c. Information contained herein adequately offers sufficient planning guidance to allow training units the opportunity to execute detailed planning. The user should be thoroughly familiar with the contents of this regulation and plan accordingly.

**1-3. TOTAL FORCE.** Fort Pickett supports the Total Force. To enable better use of this publication, component unique portions are annotated at the beginning of each paragraph. Paragraphs not annotated can be assumed to apply to all components.

#### **1-4. RC PLANNING AND COORDINATION CONFERENCE.**

a. A planning and coordination conference for annual training (AT) units is conducted in accordance with (IAW) FORSCOM Reg 350-2, Reserve Component Training (ARNG), C1, C2, Appendix A. Letter makes announcement of the exact date for the planning and coordination conference to each TAG/MUSARC. The number of attendees and location of the conference are prescribed by the letter of invitation to participating units.

b. Questions on administration, training or logistics requiring clarification and/or other unit problems should be presented to the appropriate Fort Pickett staff representatives at the planning and coordination conference. Requests and justification should be addressed to

Commander, NGVA- MTC Fort Pickett, ATTN: NGVA-MTC-CMD, Blackstone, VA 23824-9000, DSN 441-2722 or COM (434) 292-2722.

#### **1-5. ADVANCE PARTIES.**

a. Individuals in charge of advance parties will report to the Division of Plans, Training and Security (DPTS), Bldg 3001, immediately upon arrival. A unit representative will also deliver a copy of the unit's Alpha Roster to DPCA in building 472 which includes name, rank, and last four of the SS# for all unit members that will be on post. No division/activity on Fort Pickett will conduct business with any unit before the unit has inprocessed with DPTS.

b. The advance party should include sufficient logistical personnel to receive supplies, equipment, buildings, and establish dining facilities prior to the arrival of main body. The advance party should bring organic transportation for this purpose.

c. Range and training area requirements should be submitted after the planning and coordination conference.

d. Advance parties arriving after duty hours will sign in the following day.

#### **1-6. PROTOCOL.**

a. The senior active ARNG officer for the MTC will normally receive visiting Commanders. Unit commanders will meet distinguished visitors (DVs) as mutually agreed IAW published itineraries.

b. The Protocol Office (Site Commander's Executive Staff Assistant) is the coordinating agency for staff visits conducted at Fort Pickett. The Protocol Officer may be reached at DSN 441-2088, COM (434) 292-2088.

c. A list of proposed visits/tours and itineraries of DVs should be furnished to the Fort Pickett Protocol Officer. Distinguished visitors are officers in the rank of Colonel or above, Department of the Army civilians, SES Level 6/GS-15 and above, mayors, members of Congress, state governors, and other equivalent civilian dignitaries.

d. NEITHER STAR PLATES NOR STAR FLAGS ARE AVAILABLE FOR ISSUE AT THE PROTOCOL OFFICE. UNITS MUST ANTICIPATE THEIR NEEDS AND BRING SUCH ITEMS FROM HOME STATION.

**1-7. OFF LIMITS AREAS.** Specified buildings and areas throughout this reservation are OFF LIMITS to all unauthorized personnel. Additionally, all range danger areas and physical installations within the training areas are OFF LIMITS without specific approval of DPTS. All OFF LIMITS and RESTRICTED AREAS are clearly marked. The camp ground, including the immediate surrounding areas, is OFF LIMITS to unauthorized personnel.

**1-8. SELF-SUFFICIENCY OF RESERVE COMPONENTS.** Reserve Component TOE units are required to provide organic administrative and logistical support, including necessary cooks, drivers and clerks.

**1-9. REPORTS.** Reports required by this regulation must be submitted within established suspense dates to enable this headquarters to expeditiously provide requested support.

**1-10. CLAIMS.** Claims will be processed IAW AR 27-20, Claims. The Claims Office is located at HQ STARC, Virginia Army National Guard, Bldg. 316, Fort Pickett, ATTN: The Judge Advocate General (JAG). Telephone numbers are DSN 441-6285, COM (434) 298-6285.

**1-11. RECOVERABLE/RECYCLABLE MATERIALS.** IAW the expanded interest in conserving resources, all recoverable/recyclable materials left when training is completed will be taken to the Installation Recycling Center (IRC), Bldg 2364, for disposition. Turn in of any materials to Recycling does not relieve unit of accountability for any controlled items. Controlled substances/materials (i.e., ammunition, hazardous waste) are still required to be turned in through official channels. During duty hours, the Recyclable Materials Manager will determine disposition for the recyclable materials scrap pile or not. After normal duty hours, units are requested to determine reasonable status of materials and act accordingly. Dumpsters are available on site for non-recyclable/reusable materials.

## CHAPTER 2

### TRAINING FACILITIES AND SCHEDULING PROCEDURES

#### 2-1. GENERAL.

a. Chief, Division of Plans, Training and Security (DPTS), Bldg 3001, Fort Pickett, is the overall coordinator for use of facilities at Fort Pickett. Instructions and information published in this section are furnished for Commanders and supervisory personnel of all units training at Fort Pickett.

b. The Fort Pickett training facility consists of a 42,000-acre reservation with approximately 39,000 acres, or 61.1 square miles, used for tactical training and weapons firing. Fort Pickett is divided into 27 training areas (TAs), the garrison area, 23 direct fire ranges, and over 80 indirect firing points. Use of Blackstone Army Airfield (BAAF) may also be coordinated. A detailed facility list is contained in FP Reg 350-2 and at <http://vko.va.ngb.army.mil/fortpickett/>.

c. Prior to beginning training activity on Fort Pickett, unit and range OICs will be thoroughly familiar with range and training area policies and procedures contained in Fort Pickett Reg 350-2 Training, Fort Pickett Range Regulation. Officers in Charge (OICs) and Safety Officers (SOs) must receive a safety briefing from Range Operations before any training is conducted. Additionally, Commanders must provide an OIC/SO certification letter IAW Fort Pickett Reg 350-2, Para 2-3.

#### 2-2. SCHEDULING.

a. General. The training request is the single most important planning document submitted by the using unit to this installation. The majority of training difficulties experienced in the past by using units could have been averted with a timely, detailed training request.

b. Requests for MOUT Site instructor support and Rappel Master support for the Rappel Tower must be submitted NLT 60 days in advance.

c. DPTS is the ARNG-MTC coordinating agency for use of Fort Pickett facilities. All requests **must** be submitted by email. The Request for Training form can be downloaded from <http://vko.va.ngb.army.mil/fortpickett/>, completed, and then submitted to [pickettrangerequests@ng.army.mil](mailto:pickettrangerequests@ng.army.mil). The Scheduler can also be reached at (434) 292-2143.

d. Scheduling parameters.

- (1) Scheduling for ranges and training areas may begin 365 days from the beginning of the training period. Requests received less than 60 days from the beginning of training period will only be accepted on a case-by-case basis. Requests received less than 14 duty days prior to the first day of training may not be scheduled. The 60-day "lock-in" enables this installation to execute necessary actions to support training densities.



(2) Training areas and facilities will only be scheduled after an emailed request is received. Units may contact the DPTS Training Coordinator telephonically to determine the status of requests, at (434) 292-2116.

(3) Planning for major exercises will be allowed as far in advance as 24 months or on a case-by-case basis. The 60-day "lock-in" is also applicable to major training densities. A major exercise is considered to be a major command (MACOM) sponsored training event, e.g., POLEX, etc.

(4) Scheduling priorities. The following priorities will be applied in the allocation of facilities from 365 days to 90 days prior to the first day of training:

- RC units conducting mobilization training or pre-mobilization training
- RC units on AT undergoing a lanes evaluation
- Other RC units conducting AT with TAM
- Other RC units conducting AT
- AC units
- State and Federal Governmental Agencies
- Others

(5) Remaining facilities are allocated on a first-come, first-served basis.

## **2-3. REQUEST FOR TRAINING SUPPORT**

a. The REQUEST FOR TRAINING SUPPORT format is the only format that will be accepted. The request **must be emailed**. DPTS will not accept requests submitted in any other format. The required information with exact dates must be included to properly anticipate unit needs and allocate post resources.

b. Quarters have been determined to be adequate for annual training units. Statements of non-availability of government mess may be issued.

d. Units training on post must have a representative attend the morning coordination meeting per the below schedule. Coordination meetings are held at 0830 each weekday. Units unable to attend the coordination meeting must call the Scheduler at (434) 292-2143 between 0730 and 0830.

<u>Training On</u>	<u>Attend Meeting On</u>
Monday	preceding Friday
Tuesday	preceding Friday
Wednesday	preceding Monday
Thursday	preceding Tuesday
Friday	preceding Wednesday
Saturday	preceding Thursday
Sunday	preceding Thursday

e. Cancellations. As soon as it is determined that a requested facility will not be used, a cancellation should be sent by email to [pickettrangerequests@ng.army.mil](mailto:pickettrangerequests@ng.army.mil) . The memo should include the unit, training dates, control number if known, and reason for cancellation. This information must be sent as soon as possible to ensure that DPTS can contact all affected offices on post in a timely manner. Expeditionary cancellation notification will also allow other units to schedule the facility.

f. Addendums. If revisions need to be made to training support requests, an email should be sent in memo form to [pickettrangerequests@ng.army.mil](mailto:pickettrangerequests@ng.army.mil) . The memo should contain the unit, training dates, control number if known, and the changes or additions that are being requested. Do not submit another training request form.

## **2-4. REPORTS.**

### **a. Situation Report (SITREP)**

(1) Units occupying MTC Fort Pickett are required to submit Situation Reports (SITREPS) to Range Operations at 0830 hours daily.

(2) Situation Reports may be submitted in person, by telephone (434) 292-8334/2227 by FAX (434) 292-2032 or FM radio (frequency 34.10 MHz).

### **b. AT After Action Report (non-component peculiar).**

(1) Preparation: Standard Memorandum format.

(2) Submission: Prepared by each senior unit Commander present, addressed to: Commander, NGVA- MTC Fort Pickett, ATTN: NGVA-MTC-OTB, Blackstone, VA 23824-9000, The AAR should be delivered to DPTS at Bldg. 3001, PRIOR TO UNIT DEPARTURE (not required for IDT).

(3) Content: Report will include comments from all subordinate units, assigned and attached. Separate or attached reports from subordinate Commanders are desired. Comments on problem areas should provide details sufficient to permit corrective action, i.e., times, locations, names and other circumstances as may be applicable.

## **2-5. MAP ISSUE.**

a. The current Fort Pickett map available through the federal supply system is Fort Pickett Military Installation Map 1:50,000, MIM Series V734S, Edition 1-DMA. **However**, this map is terribly outdated and is no longer the standard as DOD changed datum standards a few years ago from NAD-27 datum to WGS-84. Current WGS-84 datum maps may be obtained from the DPTS GIS office in building 3001 in certain quantities sufficient for unit use.

b. Specialty GIS mapping support is available for units through the DPTS Operations Branch GIS office in Bldg. 3001. Digital ortho photos on computer disk are available for unit use. This support may be coordinated by contacting the DPTS GIS Coordinator at (434) 292-2584 or email [ngva.itam.gis@ng.army.mil](mailto:ngva.itam.gis@ng.army.mil). The DPTS GIS office is not funded, or permitted to by Army regulations, to provide maps for recreation, hunting, fishing, etc.

**2-6. USE OF BLACKSTONE ARMY AIRFIELD (BAAF).** See Fort Pickett Reg 95-1, Aviation, General Provisions and Local Flying Rules, and BAAF SOP.

a. BAAF is a joint use facility open to military and civilian traffic.

b. Nearest FAA Flight Service Station (FSS) is Washington FSS at Leesburg, VA. By dialing "0" you can reach it locally and the Fort Pickett operator will complete the call.

c. Requests for use of non-organic aircraft will be submitted to DPTS, ATTN: VAFP-TO.

d. Aviation safety policies are as follows:

(1) Units using BAAF or tactical training areas will adhere to procedures prescribed in Fort Pickett Reg 95-1, Aviation.

(2) Units desiring to land aircraft on any landing area other than BAAF or designated helipads will ensure that the area designated is safe for landing the type aircraft to be used. Range Operations will assist units in determining suitability of proposed landing areas.

(3) Post Headquarters Helipad, coordinates 358055 and the Dispensary Helipad, coordinates 382043, may be used when approved by Range Operations. A prior permission request is required, DSN 441-2193/8334, COM (434) 292-2193/8334.

(4) All aviators assigned to Fort Pickett for AT will receive a local area orientation prior to flying. DPTS personnel will give local area orientation to a unit representative or instructor pilot (IP) from requesting unit.

(5) Prior to any flight within restricted airspace R6602, aviators are responsible for obtaining briefing from Range Operations concerning scheduled weapons firing.

(6) Aviators are to be cautioned about low level over-flying of the cantonment area, Town of Blackstone, adjacent farms, livestock pastures, etc. Nap of the Earth (NOE) is permitted only by prior approval from Range Operations and only on one of the four published NOE routes.

(7) Aviation personnel are to be briefed on the use of BAAF by both military and civilian aircraft. The U.S. Air Force conducts extensive airdrops at BAAF using C-130/C-141 aircraft with ground control exercised by combat control teams. All flights require close coordination and adherence to the provisions of Fort Pickett Reg 95-1 to prevent aircraft accidents.

(8) Proficiency flying (i.e., NOE or night flying) will be coordinated by the unit and scheduled through DPTS Scheduling, Bldg 3001, DSN 441-2143 or COM (434) 292-2143.

**DAILY UNIT SITREP****DATE:**\_\_\_\_\_.**LINE 1: Unit.** \_\_\_\_\_ **CELL PHONE NO.**\_\_\_\_\_**LINE 2: PERSONNEL STRENGTH IN THE FIELD,****OFFICERS (    )    W/OFF (    )    ENLISTED (    )****LINE 2A: PERSONNEL IN REAR DETACHMENT AT MTC PICKETT.****OFFICERS (    )    W/OFF (    )    ENLISTED (    )****LINE 3: UNIT LOCATION(S)/TRAINING OBJECTIVE(S)****LOCATION(S)****TRAINING OBJECTIVE(S)**

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

**LINE 4: ACCIDENTS/INJURIES REPORTED? YES   NO   N/A.****TRAINING ACCIDENT REPORT (TAR) SUBMITTED?   YES   NO   N/A.****DETAILS:** \_\_\_\_\_  
\_\_\_\_\_**LINE 5: VEHICLES:**

<b>LOCATION</b>	<b>NOMENCLATURE</b>	<b>NUMBER</b>
_____/_____	_____/_____	_____/_____
_____/_____	_____/_____	_____/_____
_____/_____	_____/_____	_____/_____
_____/_____	_____/_____	_____/_____

**LINE 6: RISK ASSESSMENT,   YES   NO   WORKING**

(Unit Designation)

(Office Symbol)

DATE

MEMORANDUM FOR Commander, NGVA- MTC Fort Pickett, ATTN: NGVA-MTC-PTD,  
Blackstone, VA 23824-5000

SUBJECT: After Action Report

(Separate comments and recommendations, as appropriate, will be submitted for each topic outlined below. Identify only those problem areas that could not be resolved by the command preparing the report)

a. Facilities and Training Areas

b. Site Support (if no comment, list N/A)

- (1) Scheduling Branch
- (2) Range Operations
- (3) Training Support Center
- (4) Logistics
- (5) Engineering
- (6) Billeting
- (7) Communication (telephone/radio)
- (8) Medical
- (9) PX Facilities
- (10) Community Activities (recreation, etc.)
- (11) Administrative (postal, reproduction, ID cards, admin support)
- (12) Safety

c. Other comments:

SIGNATURE BLOCK

## CHAPTER 3

### DIRECTORATE OF LOGISTICS (DOL)

3-1.**GENERAL.** The Fort Pickett DOL's primary mission is to support National Guard Annual Training (AT) and Individual Duty Training (IDT) weekends. All other organizations will be supported with available assets after the primary mission is resourced. All requests for Logistical Support must be submitted 60 days in advance of the training on a Fort Pickett Request for Training Support Form. For the big training events, Battalion or larger, trainers should coordinate as soon as they decide they are coming to Fort Pickett. The following paragraphs list the primary logistical support provided on Fort Pickett.

3-2. **Class I – Rations – Contracted Feeding, Class A and Operational Rations Ice and Chemical Toilets.**

a. **“A” Rations** – Fort Pickett provides “A” ration support through a Prime Vendor. All Units training at Fort Pickett are required to procure their rations from the Prime Vendor. The process begins by submitting the proper documentation to JFHQ-VA-G4 Attn: Subsistence Management Branch, COMM (434) 292-2096/2122 DSN 441-2096/2122. The G4 JFHQ VaARNG, QM Policy Action Officer may be contacted for assistance at DSN 441-8553 or COMM (434) 292-8553. Units (other than VaARNG) planning to pay by GOVERNMENT PURCHASE CARD may contact the vendor directly at (434) 292-7977.

b. **Contract Feeding Support** – The MTC, Fort Pickett oversees a contractor operated dining facility located in building 2827 to support the two on post schoolhouses. Units requiring this type of support must call the MTC CDFAC COR at the numbers listed in paragraph “a” no later than 60 days in advance. Because this is considered “catered meals”, units of the VaARNG must request permission from the G4, JFHQ-VA-G4 before dining in this facility. Units wanting commercial meals in their own Dining Facility can contract directly with a local vendor to feed at their location. A list of local vendors, including the Ft Pickett contractor, is available upon request by calling 434-292-8553. **Note: When contract feeding occurs at the unit location a unit representative must draw and clear the Dining Facility. The DOL Fort Pickett cannot issue a dining facility to the contractor.**

c. **Operational Rations** – Operational Rations are not available for issue. Units should order through their supply channels and either unit haul or pre-ship to Ft Pickett. To coordinate pre-ship and hold at Ft Pickett the unit must call the Subsistence Management Branch at DSN 441-2096/2122 or COMM 434-292-2096/2122. Pick-up of pre-positioned operational rations will be coordinated through the Subsistence Management Branch.

e. **Chemical Toilets** – Chemical Toilet support requires a DD Form 448 (MIPR) be sent directly to NGVA-MTC, ATTN: NGVA-MTC-RMD, Fort Pickett, Blackstone, VA 23824 with a copy furnished to, FAX DSN 438-2607 or COMM (434) 292-2607. Units should request a copy of the chemical Toilet SOP and worksheets. Close coordination is required of this very expensive asset. This also must be requested on the unit TSSR.

f. **Civilian Dining Facility Attendants (DFAs)** – Coordination for DFA support personnel will be requested, by attachment, to the initial Training Site Support Request. A minimum of 60 days notice is required. Units will be provided DFAs on a reimbursement basis only. A DD Form 448 (MIPR) must be approved by NGVA-MTC-RMD prior to assignment of personnel. VaARNG units requesting DFA support must receive prior approval from G4, JFHQ.

g. **Dining Facility Sanitation Inspection** – Dining facilities will be inspected for sanitation no less than once during annual training by the Installation Food Advisor or Preventive Medicine personnel. TB MED 530 will be the guiding regulation and operating dining facilities must be in compliance with basic sanitary food handling practices. Facilities showing major deficiencies will be closed until deficiencies are corrected.

h. **Dining Facility Request and Issue** – Units that require a dining facility during their training period must submit a separate DA Form 1687 with a copy of the Commanders Assumption of Command order specifically for Dining Facility Issue. The form will contain the following in the Authorization block: **The Authority to request and receive a dining facility.** The REMARKS block must contain this statement, **“Individual(s) named above have received the required training in Food Sanitation and have been certified IAW TB MED 530.”** Only MOS 92G personnel are authorized to sign for and clear a dining facility.

3-3. **Class II – SUPPLIES** – There is a limited amount of supplies available for purchase with a DD Form 448 (MIPR) sent to NGVA-MTC-RMD. For a listing of available supplies contact the supplies warehouse, BLDG #T218, at (434) 292-2218. Units should bring the IMPAC card for other supplies not available in building T218. Units requiring rental of **Office Copiers** must make their own arrangements with local vendors.

#### 3-4. **Class III – PETROLEUM PRODUCTS**

a. Fort Pickett provides LS2, JP8 (mobility), and JP8 (Air) in bulk from fuel racks into tankers of the training units. Fort Pickett also provides LS2I, JP8 (mobility), and MOGAS from retail pumps for use in equipment. Estimated fuel requirements for bulk and retail will be listed on the Request for Training Support Form 60 days prior to the start of training. Limited class III packaged is available. Contact central warehouse at (434) 292-2218 for a listing of available class III packaged products. Units will notify NGVA-MTC-LD at (434) 292-2218/2301 of any changes as soon as they are known.

b. Each VaARNG unit will provide a copy of USPFO Form 41, all other units, that do not have fuel keys from their installation from the FAS program, provide a copy of DD Form 448 and MIPR to cover anticipated cost of fuel to be used. This should be sent to ATTN: NGVA-MTC-RMD, NLT 30 days before training is to begin.

c. A MIPR from the unit's FAO can be accepted in advance by Fort Pickett for a fiscal year and may cover more than one unit. A detailed listing of covered units and the time period they are covered should be in the body of the MIPR or as an attachment with the MIPR.



d. Unit advance party personnel will report to Fuels Clerk, Building T-311 between 0745 and 1500 to coordinate fuel pick up time and to provide the Fuels Branch with complete signature cards (DA Form 1687) and a copy of the Commander's "Assumption of Command" orders.

e. HAZMAT Certification – Units are required to show proof of hazardous material training or a commercial driver's license (CDL) with H and N endorsements on a DA Form 348 with certification that the driver has completed hazardous material training and is authorized to drive bulk fuel tankers. All bulk fuel tankers must have the proper placards posted on all four sides of the vehicle. Driver must show the station attendant the proper certifications. **No bulk fuel will be issued from the POL stations if the above requirements are not met.** Unit will inspect tankers, tanks, filter, and lines for cleanliness and correct deficiencies prior to accepting initial load.

3-5. **Class IV – CONSTRUCTION MATERIALS** – Contact DPW at (434) 292-2660 for availability of construction materials.

3-6. **Class V – AMMUNITION** – Fort Pickett SOP 700-4 is the "external SOP" for ammunition operations on Ft Pickett. Units are required to comply with the directives contained in the SOP and should get a copy from DOL prior to annual training. A copy may be obtained by calling (434) 292-8319.

3-7. **Class VI – PERSONAL ITEMS**

- a. There is a PX on Fort Pickett for all Personal Items support.
- b. A Laundromat is located in BLDG T-2405. Contact the Fort Pickett Post Exchange Manager at COMM (434) 292-5489 for hours of operation.
- c. A Barber Shop is available in the PX.

3-8. **Class VII – MAJOR END ITEMS**

- a. Fort Pickett, the installation, does not have any equipment for training units to use. Limited GSA bus support is available to training units.
- b. Request for **Combat Tracked Vehicles** from the VaARNG, Mobilization, and Training Equipment site (MATES) should be submitted to the Superintendent of MATES, VaARNG, BLDG PNG-134, Ft Pickett, VA 23824-9000. For AT units, this request should be made on a FORSCOM Form 156R. For units other than AT units, the request will be made by memorandum. Equipment requests, issues, and turn-ins will be IAW National Guard Reg. 750-2 and the VaARNG MATES Issue/Turn-In SOP.
- c. Requests for **Combat Wheeled and Other Heavy Equipment Vehicles** should be submitted to the 99<sup>th</sup> Regional Support Command (RSC), Equipment Concentration Site (ECS) #88, (434) 292-2430. Requests for tents, camouflage nets, tactical wheel vehicles, engineer,

signal, and support equipment should be submitted to their headquarters, ATTN: 99<sup>th</sup> RSC, ECS #88. For AT units, this request should be made on FORSCOM Form 156R through command channels.

d. Direct and General Support Maintenance – Fort Pickett does not provide direct and general support (DA/GS) level maintenance to training units. All units having internal DS/GS capability will use these units for maintenance support. Units without internal tactical DS/GS capability that have an **emergency** may contact DOL for support coordination.

e. Combat vehicles borrowed from MATES that develop faults beyond the unit's DS/GS capability to repair will be returned to the Issue/Turn-In point. The using crew must accompany the vehicle.

f. Communications/electronics equipment, to include non-tactical radios, should be coordinated with MATES prior to arrival at Fort Pickett.

g. **Central Vehicle Wash Rack (CVWR)** – Requests to use the CVWR will be coordinated with TSB building 311, 24 hours prior to requirement by contacting (434) 292-2301 and making an appointment.

### 3-9. **Class VIII** – MEDICAL –

a. During AT, units will coordinate with the Troop Medical Clinic for medical support above the support organic to the unit. During off AT season, units must coordinate for any additional medical support required. Fort Pickett does not normally staff a clinic outside the AT season. There is emergency medical support available from the Fire Department medics 24 hours a day 7 days a week by dialing 911 from a land line. You cannot dial 911 from a cell phone, doing so will send you to a dispatcher in one of the 3 counties that cover Fort Pickett. When calling 911 from a cell phone you need to call the Firing Desk at 434-292-2227.

b. Supplies - Procurement of Class VIII supplies is a two part process.

(1) You have to establish an account with Kenner Army Clinic:

a. Requirements for establishing a medical supply account

b Letter of Intent (LOI), Letter of Agreement (LOA). A signed memorandum is required from the commander or designee requesting a medical supply account. It must contain:

- The unit designation
- DODAAC
- Account Processing Code (APC)
- Unit Address and telephone number

- Amount budgeted for medical supplies for the current fiscal year.

c. Copy of Assumption of Command orders.

d. Notice of delegation of authority – receipt for supplies (DA Form 1687) filled out in accordance with DA Pam 710-2-2 (Figure 2-15). NOTE: A SEPARATE DA FORM 1687 IS REQUIRED TO REQUEST AND/OR RECEIVE CONTROLLED SUBSTANCES AND MUST CLEARLY STATE THIS AUTHORIZATION.

e. Once the account has been opened, what the customer is authorized to order is based on the unit. Non-medical units are limited to common use items life first aid kits, personal camouflage kits and water purification tablets. Medical units are authorized to order based on their medical assemblage authorizations and assigned missions.

f. Controlled substances can only be issued, during peacetime, to units with authorization to store those drugs. Verification that the unit has storage capability is required in accordance with AR 90-1.

(2) When placing an order, provide the following documents to Logistics Services, Kenner Army Hospital, Room B112, Bldg 8130, Fort Lee, VA. For assistance, call (804)734-9178, FAX (804)734-9478.

a. Completed DA Form 2765-1

b. Authorization of Funds Memorandum

3-10. **Class IX – REPAIR PARTS** – There is no class IX warehouse associated with Fort Pickett. There is limited support from FMS-15, BLDG 1556.

3-11. **Commercial Transportation**

a. Units will arrange for round trip passenger and freight movements with their origin transportation officer. Unit representatives should contact the USPFO Transportation Officer at (434) 292-298-6259 BLDG 142 to coordinate transportation requirements. Unit personnel must be on the ground to receive all equipment shipped to Fort Pickett.

b. USPFO Transportation Office personnel can make **emergency only** changes to commercial travel arrangements for unit members on emergency leave or early release status. The traveler must provide two copies of orders and a request for commercial transportation from the unit Commander. During non-duty hours, unit should contact the Fort Pickett Police Department. The Police Department will contact a USPFO representative to handle the emergency.

c. Rail Operations – All loading and unloading of trains will be coordinated with the USPFO Transportation Officer at (434) 298-6259. There is a mandatory safety briefing for all rail operations and safety equipment to draw for unit personnel before rail load operations begin. Briefing and equipment is located at building 218. For coordination call (434) 292-2218.

3-12. **Signature Cards** – Properly completed Signature Cards, DA Form 1687, for each authorized representative or responsible officer will be required to draw any logistic commodity from Fort Pickett. A copy of the unit Commander's "Assumption of Command" must accompany this order in the below listed quantities and should be forwarded to Commander, NGVA-MTC, Fort Pickett, ATTN: NGVA-MTC-LD, Blackstone, VA 23824-9000. Originals only.

a. Ammunition Supply Point – 1 ea (This is critical and has unique requirements for Class V issue and turn-in. Refer to DA PAM 710-2-1 for the proper format.)

b. Troop Support Branch – 5 ea (Class III Packaged/Bulk, Linen, Facilities Cleaning Equipment, Dining Facility, and grass cutting supplies.)

c. Supplies Class II – 1 ea for limited Class II

d. Chemical Toilets – 1 ea (Chemical Toilets)

### 3-13. Troop Billeting (Barracks) General Procedures

a. Requests for buildings will be submitted on the Fort Pickett **Training Site Support Request Form** to [pickettrangerequests@ng.army.mil](mailto:pickettrangerequests@ng.army.mil), no later than 1 January for annual training units and 60 days for all other training units. Requests for support sent directly to DOL will be referred to DPTS. Advance parties will report to Range Operations BLDG 3001 prior to any coordination with the DOL to obtain their in/out processing paperwork and briefing. There is **"No Smoking"** authorized in any structure on Fort Pickett.

b. The DOL Customer Service Section will make unit-building assignments. The Troop Support Branch will:

(1) Issue buildings/installed equipment to units. All property will be issued on hand receipt to the unit representative that is listed on their DA 1687 (Signature Card).

(2) Clear buildings/installed equipment to units.

(a) The occupying unit IAW Building Acceptance/Clearance Checklist will clear buildings. **Units will insure they have enough personnel standing by to correct any discrepancies found by the DOL clearing representative.** By appointment, inspectors from Troop Support Branch will meet the unit representative and their clearing party for the purpose of joint inspection/inventory of buildings.

(b) All damages/deficiencies discovered during occupancy will be reported to the Work Order Desk, DPW, ext 2250 (during duty hours) or ext 2227 (non-duty hours).

(3) Issue Linen – All training units will provide a DD Form 448, Military

Interdepartmental Purchase Request (MIPR), to cover cost of laundering bed linens to CDR, NGVA-MTC, ATTN: VAFP-LH, Fort Pickett, VA 23824-9000. **Training units must draw mattress covers and pillowcases for each soldier sleeping in the barracks. Other linens (sheets and blanket) are optional to the training unit.**

a. Female personnel may be billeted with female personnel from other units. If this is the case, the unit signing for the buildings will be responsible for the clearing of buildings.

Buildings designated for female personnel will be marked with signs reading "FEMALE BARRACKS OFF LIMITS TO MALE PERSONNEL".

b. The Troop Support Branch only has open bay billets available. If units determine VOQ/VEQ/Cottages are required; arrangements must be made through the Billeting Office, BLDG T-469 or phone at (434) 292-2443.

### 3-13. VOQ/VEQ/Cottages Procedures

a. Individual Registrations: Individual guests will register at the Billeting Office, BLDG T-469. Late arrivals, after 1600, must secure their reservation with a credit card. Guests, arriving after the billeting office has closed and having confirmed their reservation with a credit card, may pick up their keys at the Fort Pickett Police Department, BLDG T471.

b. Group Reservations – Event sponsors will send a request to block rooms in memorandum format to billeting that gives the dates of the event and their best estimate of the number of attendees that will require lodging 60 days prior to the event. A copy of the announcement with the statement in "(2)" below should be attached. **A "By Name Roster" is not required.** This policy applies to IDT and AT also.

(1) If billeting has the availability of rooms to support the event on the dates given, they will block the rooms until 72 hours prior to the event. **Individuals must make their own reservations by calling billeting and stating they are attendees of the event.** Then 72 hours prior the event, billeting will turn the unconfirmed blocked rooms back over to general reservations. Conference or training attendees may still be able to book a room if space is available.

(2) The announcement of the event should have the following guidance somewhere in it: **"A block of rooms has been reserved for this event. Personnel that require rooms at billeting for this event must make their own reservations by calling Fort Pickett at (434) 292-2443 prior to 1600 hours on day/date and tell the billeting clerk that they are participants of this event."**

(3) During major exercises, advance parties, school, and unit representatives may sign for and pick up VEQ/VOQ keys for members of their organization that have made a reservation. **Advance payment must be made when the keys are picked up.** Quarters will be considered occupied the date the keys are picked up and until the keys are returned to the Billeting Office.

c. Payment for all rooms must be made at the time of check in unless the Billeting Officer has made other arrangements.

d. IAW National Guard Regulation governing billeting “All quarters (barracks) are considered adequate for units on Annual Training to include personnel supporting a unit on AT.” Therefore, “Statements of Non-availability” for quarters will not be issued to personnel that decide to stay off post.

e. Billeting rules and regulations:

(1) A list of furniture and equipment is posted in each room. Each occupant should take an immediate visual inventory of their respective area and report any shortages or damages to the Billeting Office, ext 2443. If no shortages or damages report is made within 24 hours after occupancy, the inventory will be considered correct as posted and the occupant will be held responsible for any damage or loss of property located in the room.

(2) No one is permitted to remove bedding or equipment from the room.

(3) Televisions and other sensitive items are inventoried daily by the maid personnel.

(4) Guests will not personally direct the activity of any housekeeper. All questions of housekeeping services or procedures will be addressed to the desk personnel at ext 2443 or housekeeping at ext 2525. Anyone found harassing any of the housekeeping staff in any way will be immediately evicted from the VEQ/VOQ.

(5) There are substantial financial penalties for misuse of the room contents such using a towel or washcloth to shine one’s boots. Also, personnel that shine their boots in the room will be cautious not to leave polish on bedding, floor, or carpet surfaces. To prevent damaging tile floors by condensation or water leaks, guests will not place bulk ice in containers including refrigerators, GI cans, or drink coolers in the rooms.

(6) Housekeepers will empty wastebaskets daily in all rooms; however, occupants will be responsible for emptying trash into the outside garbage container whenever the amount generated is in excess of a wastebasket full during weekdays and on weekends. Housekeeping service will not be available on Sundays or holidays unless it is a unit changeover weekend.

(7) Occupant owned coffeepots, stoves, hot plates, heaters and fuel, loaded guns, dogs, cats, and/or other pets are not authorized inside the billeting facilities. When in doubt, leave it out.

(8) There is **No Smoking in any VEQ/VOQ or Cottage on Fort Pickett**. Violators are subject to eviction or UCMJ action. All structures are Federal Property and Federal directives apply.

### 3-15. Accounting for Lost or Damaged Property

a. Property borrowed by units must be returned or losses reimbursed by MIPR.

b. Expendable, durable, and non-expendable property losses will be reconciled by DD Form 448 (MIPR) or a DD Form 1131 (Cash Collection Voucher).

### **3-16. Clearance Procedures**

a. It is the responsibility of all departing units to secure clearance from appropriate activities at this installation. Range Operations, Bldg 3001, will provide final post clearance.

b. Upon arrival to Fort Pickett, all units must first check in with Range Operations Building 3001 required briefings as well as their installation check in/out processing sheet. In the event clearance cannot be completed during normal duty hours, the unit representative will make necessary arrangements with the respective activity chief(s) to obtain early or late clearance.

## CHAPTER 4

### DIRECTORATE OF PUBLIC WORKS (DPW)

**4-1. REIMBURSABLE SUPPORT COST.** All components except National Guard training at Fort Pickett are required to reimburse the post for incremental costs for buildings and utilities (to include electricity, water, sewage, heating fuel, refuse collection). Therefore, unit commanders of these components are required to in-process with DPW Budget in order to confirm and/or provide necessary information needed for billing purposes.

a. Estimated cost will be provided by contacting the DPW Budget Office, Bldg T-234, DSN 441-2670 or COM (434) 292-2670.

b. Reimbursable funding documents will be submitted to DRM, Bldg T-472, IAW Chapter 9

**4-2. RESPONSIBILITIES OF UNIT COMMANDERS.** Unit commanders will be responsible for the minor maintenance of buildings and grounds. Responsibility includes, but is not limited to, the following measures for maintenance of buildings and grounds:

a. Self-help. Troop labor must be used to the greatest extent possible to perform minor maintenance and repair work. First echelon maintenance to buildings is in essence a "self-help" program to reinforce in the minds of all concerned the necessary sense of responsibility for the condition of facilities in which one lives.

(1) First echelon maintenance includes the following:

(a) Unstop floor drain, sink, toilet, and shower room drains with a plunger.

(b) Replace incandescent light bulb.

(c) Clean minor blockage, drainage ditches, culverts, and similar facilities.

(d) Mow and trim grass around buildings to 50 feet width or to ditch line.

(2) Work prescribed in paragraph (1) above may be accomplished by unskilled workers. Work involving hazards to personnel such as repairing gas (LP) lines and electrical lines or replacing fuses, or which will result in possible damage to government property resulting from lack of skill, is prohibited.

b. Trash and refuse: Troops will place all trash and refuse in garbage dumpsters located in each unit area. Unit commanders will instruct their personnel not to start fires in refuse dumpsters anywhere on post.



(1) Trash and garbage accumulated by troops in the field and when on bivouac will be hauled by troops to the cantonment area and placed in dumpsters located on Dearing Ave. and Area 23.

(2) Request for additional dumpsters or the relocation of dumpsters in the cantonment area will be made to the DPW work order clerk, ext. 2250. No dumpsters will be located in the field training area.

#### **4-3. BREAKDOWNS IN UTILITIES AND MINOR ROUTINE REPAIRS.**

a. Breakdowns in utilities such as electric lines or equipment (i.e., refrigerators, water systems) as well as requests for minor routine repairs (i.e., repair of broken steps, railings, doors, switches, sockets, and similar maintenance work) will be reported by telephone to the DPW work order clerk, Bldg T-234, ext. 2250, during duty hours or, if of an emergency nature during off-duty hours, to the Bldg 471, ext. 8444.

b. All service calls for minor repairs, as well as work requests, will be made by the unit supply officer. All requests for work will be submitted on a Facilities Work Order Request and turned in to the work order desk, Bldg T-234, ext. 2250. To ensure proper control and coordination, the name of the unit supply officer will be furnished to the DPW work order clerk prior to start of AT.

#### **4-4. INSTALLATION AND MAINTENANCE OF COOKING RANGES, HOT WATER HEATING UNITS, AND GASOLINE FIELD UNITS.**

a. Personnel who use LP gas operated equipment installed in mess halls should be trained in the use of this equipment prior to arrival for AT. Failure to train such personnel has resulted in the payment of overtime to installation personnel to start and adjust this equipment in many instances. When maintenance is required on LP gas equipment, a trained DPW mechanic should be contacted through the work order clerk, ext. 2250, during duty hours and the Police Department, ext. 8444 during off-duty hours. Maintenance should not be performed by self-help. When contents of LP gas containers located outside mess halls reach a level of 30% full, the user will notify the work order clerk.

b. Compliance with the following fire-safety precautions regarding field petroleum units:

(1) The tanks on the burner units will not be used, filled, maintained, or vented while ranges are inside the building.

(2) Operation of the ranges must be outside the 25-foot clear zone of any building.

(3) Burner units should not be filled or vented until the range has cooled for 10 minutes.

**4-5. INSECT AND RODENT CONTROL.** Due to shortages of funds and trained personnel, scheduled routine insect and rodent control will normally be limited to the cantonment area

during AT. However, during field exercises and training in outlying areas, units may request entomology services for specific areas by calling the work order clerk, ext. 2250. Services in outlying areas will be limited to spraying for ticks and mosquitoes. These requests must be coordinated and a map/sketch of the bivouac area provided to DPW.

**4-6. CLEARING.** Responsible officers will return all issued engineer tools and equipment to the appropriate DPW shop prior to departure. Property found to be short or damaged from carelessness/ vandalism on turn in must be fully documented and reimbursement is required.

#### **4-7. FIRE REGULATION.**

a. Duties and responsibilities. Commanders of units training at this installation are responsible for familiarizing all unit personnel with fire regulations contained herein prior to arrival at Fort Pickett. Fort Pickett personnel at the range safety will brief fire safety in brief.

b. Alarm. The person discovering a fire will immediately report the fire by one of the following means:

(1) If dial telephone is available and closer than fire alarm box, dial ext. 911. When connection is made, give slowly and distinctly the location of the fire, building number, and report what is on fire, for example, barracks, warehouse, automobile.

(2) Fire reporting telephones are painted red and are located on utility poles throughout the post. Dialing ext. 911 makes connection. Remain at telephone to direct Fire Department to the scene.

(3) Fire escape ladders and porches are to be used only in event of emergencies. All doors are to be left unsecured while building is occupied.

c. Prevention.

(1) No open fires will be started without clearance and coordination with the Fire Chief. The Fire Chief will be notified as to the proposed time the fire will be started, the type of fire, its location and duration. Range Operations may grant exceptions for warming fires and the burning of artillery/mortar powder.

(2) Smoking in federally owned facilities such as Fort Pickett is strictly prohibited.

(3) The current edition of the National Electrical Code, NFPA 70 (National Fire Protection Association), will be the minimum standard for all electrical wiring and equipment. Only an electrician authorized by DPW will install, repair, and/or change electrical components or attachments for electrical appliances.

(4) No device will be installed which will interfere with the normal operations of a circuit breaker or fuse. Whenever a tripped breaker or blown fuse has interrupted a circuit, the

source of the overload will be located and eliminated before restoring power to the interrupted circuit.

(5) All electrical appliances and equipment used in buildings must be listed by Underwriters Laboratories. Electric hot plates and coffee makers will not be used in any officer's quarters, enlisted quarters, clubs, theaters, messes, etc., except in regularly equipped and operated kitchens. Exceptions may be made upon written consent of the Fire Chief. Where authorized, the following will apply:

(a) Appliances must be placed on metal tables or other metal surfaces which are fire resistant or other surfaces only as approved by the DPW.

(b) No more than one hot plate, coffee maker, etc., will be connected on the same circuit of a building at one time.

(6) At the end of each working day, operators of all electrically operated machines and instruments will disconnect the electrical current to their machines, except machinery and equipment which is automatically controlled or designed for continuous operation.

(7) Gasoline will be stored only IAW rules and regulations prescribed by the National Fire Code, Volume 2, Section 30. The DPW will, upon request, give pertinent information of provisions of this code.

(8) Paints, varnishes, and flammable liquids will be stored only with concurrence of the Fire Department and/or Post Safety Officer.

(9) In buildings used for social functions, the following will be complied with:

(a) Occupancy load will be enforced.

(b) All aisles leading to the exits will be kept clear of any obstruction.

(c) Exits will not be locked or blocked in any way when the building is occupied.

(d) Fire extinguishers will not be blocked or concealed from view by any obstruction or decoration.

(e) At all gatherings where decorations are to be used, the Fire Department will be notified in advance so that an inspection of the building may be made before the event.

(f) The scene of any party or celebration will be cleaned up and all trash removed from building immediately after the event.

(10) Unit commanders are responsible for the removal of all leaves, mown grass, and trash within 50 feet of any building assigned to them.

(11) All tracked vehicles being refueled will be parked at least 100 feet from any vehicle except the tanker supplying the fuel. An iron rod will also be driven into the ground and one ground wire connected to the rod from the tanker and the vehicle being refueled. There will be at least one 20 lb. ABC dry chemical fire extinguisher available for immediate use if fire breaks out.

(12) No fire hydrant will be used for washing vehicles.

(13) No vehicles will be parked in front of gates, driveways, building exits, or within 25 feet of any fire hydrant, building structure, ammunition supply point, LP gas tank, or fuel oil fill spouts.

**4-8. SIGNS.** All signs erected by units will be removed prior to clearing post. No signs will be placed by units or activities on any buildings or utility poles.

**4-9. LIABILITY FOR DAMAGES.** All units utilizing Fort Pickett will be held liable for facilities damaged due to carelessness, neglect, or vandalism. Units are expressly prohibited from making any alterations to any real property item on Fort Pickett without permission from the DPW. Unit commanders shall insure that no windows, screens, doors or like items are disconnected, removed or used for anything other than their intended purpose. Extreme caution must be exercised when backing vehicles near Fort Pickett buildings. In the event of facilities damages coordination with the DPW Budget Office, Bldg T-234, ext. 2670 is required for reimbursement of cost to repair damages.

**4-10. MATERIALS AND EQUIPMENT.** Materials such as art supplies, tracing paper, chartboards, lettering sets, training maps, and other materials related to chart making are not available at the DPW.

**4-11. ELECTRICAL POWER CONSERVATION.**

a. Unit commanders will ensure all exterior lights are extinguished during daylight hours. Parking lots, security and other exterior lights will not be turned on before dusk and will be extinguished no later than sunrise. Athletic field lights will be extinguished immediately after all players and spectators have departed.

b. Where air conditioning units are used, the units will not be allowed to run when no one is in the building for periods exceeding four hours. Air conditioning in administrative space shall be shut off or the thermostat set to the high limit one half hour before quitting time. It shall not be restarted until work begins the next workday. Reference paragraph 4-20.

**4-12. ISSUE OF SUPPLIES.** Unit supply officers must submit DA Fm 1687 (Notice of Delegation of Authority) to the DPW Supply Officer, Bldg T-234, before supplies will be issued to the units.

#### **4-13. TIMBER DESTRUCTION.**

a. Cutting down or chopping sections out of trees, nailing objects into trunks or trees, girdling trees and pushing over large timber trees is prohibited. Unit commanders will instruct the troops using all areas not to injure or destroy trees. Any unit needing trees for training exercises should contact the Post Forester, ext. 8428.

b. All mechanical digging, construction of fuel bladder berms and any land clearing must be coordinated through DPTS bldg 3001.

**4-14. PRIVATE PROPERTY.** The property boundary lines of the Fort Pickett Military Reservation are adequately marked with orange paint. Unit commanders are reminded they will be held liable for damages by personnel to private property adjoining the reservation.

**4-15. USE OF UTILITY ROAD.** Unit commanders are reminded that Utility Road and immediate vicinity are off limits to track vehicles and should be used with utmost caution by persons using wheeled vehicles or any other type of vehicle.

**4-16. FIELD TELEPHONE WIRE.** The placing of field telephone wire on electrical power poles is prohibited. This is a safety measure to prevent possible electrocution. All wire is to be recovered prior to clearing area.

**4-17. CONCERTINA WIRE.** Concertina wire will be marked with engineering tape and removed prior to clearing area.

#### **4-18. MESS HALL EQUIPMENT.**

a. Refrigerators installed in mess halls will not be used for storage of bulk ice. Standard ice chests should be drawn for this purpose.

b. Cold water will not be used to clean the tops of grill units while they are hot.

**4-19. INSTALLATION OF ANTENNAS.** Television, FM, and field antennas will not be installed on facilities without prior approval of the DPW. Tactical antennas may be placed adjacent to building so long as they are emplaced in such a way that they cannot possibly contact overhead power/phone lines or present any other sort of safety hazard.

**4-20. OCCUPANT OWNED WINDOW AIR CONDITIONERS.** Privately owned window air conditioner units will not be installed due to inadequate transformer and building system capacities. Any requests for exception will be directed through the DPW work order desk.

#### **4-21. FIELD DISPOSAL OF WASTE WATER.**

a. Field disposal of wash water used for cleaning kitchen utensils and mess kits shall be accomplished by one of the two methods that follow:

(1) Collection and transport of wash water to a sanitary sewer manhole.

(2) Use of soakage pits or trenches at the bivouac site. If soakage pits or trenches are used, they are to be constructed IAW FM 21-10, Field Hygiene and Sanitation, including the requirements for sizing, materials, and removal of grease, soap, and solid food particles.

b. Use of portable or permanent vault latrines is required at established bivouac sites, firing ranges and training areas. Field expedient latrines are authorized for maneuver areas provided the latrines are constructed and closed IAW FM 21-10, Section II, Chapter 6.

**4-22. SPILL PREVENTION.** Unit commanders will ensure that all practical spill control measures are used in operations that involve storage/handling of petroleum products and hazardous materials. As a minimum, drip pans will be used to contain leaks from vehicles, petroleum valves, etc. Also, earth berms and impermeable liners are required for fuel bladders.

**4-23. SPILL RESPONSE PROCEDURES .** Any person observing any oil spill or discharge of other polluting substances must immediately notify his unit commander and report directly to Range Operations at ext. 2227/8334. When the unit commander receives the initial report, he/she will determine the cause and description of the spill and promptly update Range Operations. Actions to control and clean up spills will begin when the spill occurs. Ranking military or civilian personnel at the scene of the spill have immediate responsibility for spill response. Responsibility may shift to the Fort Pickett Response Team depending upon the size of the spill, the ability of the troop unit to control it, and the potential for damage.

**4-24. HAZARDOUS WASTE DISPOSAL.** Hazardous wastes such as used antifreeze, solvent, old batteries, weapons cleaning swabs, and paints, will be turned in at the Recycling Center, (Bldg. T-2361). Prior coordination with the Recycling Personnel (ext. 2800) or Environmental Specialist (ext.2144) is required before turn-in of hazardous waste. The Environmental Coordinator and Environmental Specialist will provide additional guidance as needed, on proper storage containers, labeling, etc.

**4-25. NON-HAZARDOUS WASTE DISPOSAL.** Non-hazardous waste such as petroleum contaminated absorbents and oily water will be turned in at Recycling Center, Bldg T-2361. Prior coordination with the Recycling Personnel or Environmental Specialist is required before turn-in of non-hazardous waste.

**4-26. DISPOSAL OF PETROLEUM PRODUCTS.** Turn-in point for used oil and contaminated fuel is the Recycling Center (Bldg T-2361). Used oil and contaminated fuel will be stored in separate containers and not mixed with other substances.

**4-27. RECREATION/WATERSHED AREAS.** Areas immediately surrounding fishing ponds are for military and civilian recreation. Areas marked with two white lines are off limits to track vehicles.

**4-28. THREATENED AND ENDANGERED SPECIES.** Several threatened and endangered species exist at Fort Pickett. The Endangered Species Act administered by the Fish and Wildlife Service requires that these species be protected. Range Operations briefings will provide specific guidance to insure compliance with all regulatory requirements. The briefing will include description and location of threatened and endangered species and required protective measures.

## **CHAPTER 5**

### **COMMUNICATIONS**

#### **5-1. GENERAL.**

a. All telecommunications support must be requested on the Training Site Support Request at least 60 days in advance of training. Coordination for telephones, computer network access or field MAG drop service must be requested through the Fort Pickett Directorate of Logistics (DOL) Office in building 309. Fort Pickett offers a package of telephone services. Contact the phone coordinator at 434-292-8677 for details on the standard package. There are no high speed data lines available and units requesting that support must coordinate in advance and pay installation charges.

b. Only Fort Pickett Telecommunications representatives are authorized to connect, disconnect, remove or move telephones or associated equipment. Tampering with equipment, telephone terminals, wiring, cables or other associated telecommunications equipment by unauthorized personnel may be cause for disciplinary action and/or discontinuance of service.

c. Once service has been requested and installed any changes to existing service and any additional service will be provided on a reimbursable basis. Billing will be done for all long distance charges and any additional services requested above standard package.

d. Telephones are authorized for the transaction of official business of the government. Personal calls are not authorized; these calls may be made from public pay phones located throughout the installation. No operator-assisted calls are authorized.

f. Units will submit a MIPR for estimated expenses prior to their arrival at Fort Pickett. The MIPR should include the port access charge for each line requested, the costs for all required services, and an estimate for required tolls services. Units will be billed for all toll calls (long distance and DSN) that are made. A complete breakdown of associated costs can be found in the Reimbursable Expenses for Units Training at MTC Fort Pickett memorandum.

g. Units are encouraged to purchase government calling cards as a way to limit the number of toll calls that are made.

h. Units operating signal interception equipment are not authorized to monitor or intercept any type of conversation on Ft. Pickett.

#### **5-2. RESPONSIBILITIES OF UNIT COMMANDERS.**

a. Appoint a Telephone Control Officer (TCO) to coordinate communications requirements with the Ft. Pickett Telecommunications Office. Long distance calls are traceable and chargeable to individual telephone extensions.



b. Publish a unit telephone directory and forward ten copies to the Telecommunications Supervisor at building T-1307 and Post Dispatcher in building 471 prior to 1200 on the first Monday after the units' arrival.

c. Ensure that the Unit clears the post Telecommunications prior to departing installation.

### **5-3. TRAINING AREA (TA)/FIRING POINT (FP) COMMUNICATIONS.**

a. The TA and FP communications system is operated and maintained by the Fort Pickett Telecommunications Office representatives.

b. Units using field locations or bivouac areas will provide the post Telecommunications Office with a (8)-digit grid coordinate of their location(s).

c. All units **must** clear the post Telecommunications Office prior to leaving the installation. Failure to clear post telecommunications will result in the unit being charged a daily port access fee for each phone lines that was used by the unit and were not properly shut off plus ALL tolls charges that are incurred on the lines until they are properly disconnected.

d. Under no circumstances will field wire be used within the garrison area of Fort Pickett without the written approval from DPTS.

e. Units in the field will be responsible for installing, operating and maintaining communication lines and equipment beyond the installed fixed wire communications system terminal box locations (MAG Drop). MAG drops are considered a phone line service and a port access charge will apply as well as any other charges such as long distance or Class A service. Units will familiarize themselves with reservation boundaries and will confine all field wire and other communications lines to these boundaries.

f. MAG drop terminal covers will not be tampered with or removed. Tampering with equipment, telephone terminal boxes, wiring, cables or other associated telecommunications equipment by unauthorized personnel is prohibited.

g. All field wire used by training units **must be** removed prior to unit departure.

h. All telephone problems on Fort Pickett should be reported to the telephone trouble desk at ext. 2224.

### **5-4.RADIO.**

a. The operation of radio equipment will be IAW applicable Army regulations and Field Manuals. All radios should be operated at the lowest power setting required.

b. Radio frequencies for single channel operations (FM, HF, and UHF/VHF) will be requested through, and assigned by, the Fort Pickett Range Scheduling Office in bldg 3001. Requests for frequencies will be forwarded NLT 45 days prior to the unit's arrival date. Requests

should indicate the number of frequencies, the type of frequencies, the net that will operate on the frequency, and the type of radio to be used. Units requiring Hop Sets, Have Quick, and/or COMSEC keys should request them from their higher headquarters.

c. The use of “pirated” frequencies is unauthorized.

## **5-5. SAFETY.**

a. Units must ensure that all communications equipment is properly grounded. All antenna guide wires must be marked with engineer tape to identify their location.

b. In areas where communications and electrical lines are in near proximity, personnel are advised to stay clear of all such lines. Under no circumstances will field wire or other types of conductive material be thrown over or connected to power facilities or poles.

c. Field wire will not be strung in the air over roads or highways. Post communications facilities have been established across main highways at required clearances and additional crossing should not be required. When roads and highways must be crossed, culverts will be used; trenching will be used on dirt roads only. Care will be taken when stringing field wire along tank trails and roads; wire will be strung in ditch lines or away from the shoulder of the road. Failure to comply will result in damaged wire, disrupted service and possible injury to personnel.

d. Before erecting antennas, make sure the selected area is at least far enough from all power and communication facilities and lines so that it is impossible for antennas to contact these lines. Drivers of vehicles mounted with radios will be cautioned to watch for, and understand the dangers of, high-tension wires. All vehicle antennas will be tied down when within the garrison areas of Ft. Pickett. Ends of antennas will be covered with the required plastic ball.

e. During thunder and lightning storms, all radios should be turned off, the antenna cable disconnected, and the antenna taken down whenever mission will allow.

## **CHAPTER 6**

### **MEDICAL**

#### **6-1. REFERENCE MEDDAC Regulation 40-56, MEDCOM Regulation 40-XX Draft.**

**6-2. GENERAL.** The Commander, U.S. Army Medical Department Activity (USAMEDDAC), Kenner Army Health Clinic, Fort Lee, is responsible for the provision of health care services within the assigned health services area (which includes Fort Pickett). As such, he holds authority for final determination in all medical treatment affairs, and for the disposition and direction of medical assets in support of training activities. The clinic at Fort Pickett is open during the Annual Training period (Approximately 1 April-30 August) every year.

a. The Chief, USA Health Clinic, Fort Pickett, is the MEDDAC Commander's designated representative for medical affairs at Fort Pickett during the Annual Training period.

b. The DPTS is responsible for coordinating medical coverage (clinic) of training units.

c. All incoming units training during the Annual Training period with or without medical personnel will send a representative to the USA Health Clinic for a briefing within 48 hours of arrival.

#### **6-3. FACILITIES AND STAFFING.**

a. In addition to providing care to attached and assigned personnel, the USA Health Clinic is augmented with TDY medical personnel during AT and will provide medical support for trainees.

b. Units, which have as part of their MTOE a medical detachment, section or platoon will deploy with them fully, equipped and staffed and will establish a primary treatment facility in their unit area. These facilities will come under the supervision of the Chief, USA Health Clinic, Fort Pickett during the Annual Training period.

**6-4. CREDENTIAL REQUIREMENTS .** The Commander, MEDDAC, Fort Eustis must credential all health care providers, prior to treating any patients at Fort Pickett (in either a field or garrison environment). All credential requirements, suspense dates, and points of contact are delineated in Appendix E, MEDDAC Regulation 40-56. Health care providers who report to AT without all credential requirements having been met will not be granted privileges and will not be allowed to practice. For further information, contact DPCA at DSN 441-2022, COM (434) 292-2022.

#### **6-5. PATIENT TRANSPORTATION AND EVACUATION.** See MEDDAC Reg. 40-56.

a. Ground evacuation of injured personnel from field or range sites is the unit's responsibility.

b. Air-medical evacuation is provided to AT units and is initiated by contacting Range Operations on FM frequency 34.10 MHz or alternate frequency 36.10 MHz or by landline at 292-2227/8334.

c. Emergency wheeled evacuation from the cantonment area to the USA Health Clinic and from the Clinic to another medical facility will be accomplished using ambulance service organic to the Health Clinic. Fort Pickett Fire/EMS will utilize their ambulances when necessary to assist in evacuations to civilian Medical Treatment Facilities (Southside Regional Medical Center in Petersburg, Southside Community Hospital in Farmville, or Community Memorial Hospital in South Hill).

d. Units will transport patients being sent to Fort Lee for clinical consultations or follow up visits.

#### **6-6. SICK CALL PROCEDURES.**

a. Sick call hours are Monday through Sunday, 0730-0930. A medical charge of quarters will be physically located in the Health Clinic during non-duty hours/weekends (Annual Training period ONLY) to respond to TRUE EMERGENCIES ONLY.

b. Patients may not bypass the USA Health Clinic during clinic operating periods.

c. Each individual reporting on sick call will have the following:

(1) Three copies of DD Fm 689, (Individual Sick Slip), signed by the soldier's unit Commander.

(2) Valid DD Fm 2A, (US Armed Forces Identification Card).

(3) Annual training orders if applicable.

d. Outside the normal AT season (approximately 1 Sep - 31 Mar) the unit's organic medical personnel will handle routine medical treatment for minor injuries and illnesses. Fort Pickett Fire Department EMS personnel are available to assist with medical emergencies. Transportation to civilian medical treatment facilities will be in accordance with the Fort Pickett Medical Evacuation SOP.

**6-7. MASS CASUALTY DISASTERS.** See Fort Pickett Mass Casualty Evacuation S.O.P.

**6-8. MEDICAL SUPPLY PROCEDURES.** See MEDDAC Regulation 40-56.

**6-9. MEDICAL COVERAGE FOR RANGES AND FIELD SITES.** AT units will cover their ranges and field sites with their own assets. If additional support is required, see MEDDAC Regulation 40-56.

**6-10. PREVENTIVE MEDICINE/HEALTH AND ENVIRONMENTAL PROCEDURES.**

a. Preventive Medicine Inspections. A no-notice preventive medicine inspection will be conducted on all units engaged in AT, to include the following areas. Copies of the inspection results will be furnished to the unit Commander and evaluation headquarters.

(1) Field sanitation team training.

(2) Food service operations.

(3) Waste disposal.

(4) Troop housing.

b. Field Sanitation Teams. The Commander of each company size unit will appoint a field sanitation team.

(1) Team will consist of at least two individuals, one a NCO.

(2) Team members should accompany the AT advance party to facilitate training and planning.

c. Water will be drawn only from sources approved by the Chief, USA Health Clinic, and will be tested for residual chlorine content and corrected if necessary. There are several water points to fill water trailers. However, this water is chlorinated for garrison. Units must add chlorine to bring it up to 5.0 CAM parts per million for field use.

d. All foodstuffs will be stored, issued, handled, prepared and served IAW AR 40-5. All personnel engaged in the stockade, preparation or serving of foods will have available for inspection a valid Food Handler's Certificate.

e. Garbage, liquid kitchen waste, sewage, and rubbish will be disposed of IAW AR 420-47, AR 40-5, FM 21-10, and TM 5-634.

f. Housing.

(1) Troops will be allotted 72 square feet of living space per enlisted person, exclusive of stairs, halls, latrines, etc.

(2) No arrangements will be made to quarter more than 40 individuals in any one room.

(3) Troops will be required to sleep situated with the head of one individual opposite the feet of the two adjacent individuals.

(4) All rooms where troops are quartered will be adequately ventilated at all times.

g. Before any individual (military or civilian) is employed as a barber on post, he/she will be required to read and express the intention of complying with the provisions of AR 40-5, Para 6-3.

h. Unit Commanders will train their personnel in the prevention and first aid treatment of heat injury and will plan and schedule training to minimize effect of heat category restrictions as specified in Fort Pickett Reg. 350-2.

i. Unit Commanders will take positive action to ensure all members of their command are warned of contact with wild or stray domesticated animals in the training area. Stray dogs or cats observed in training areas will be reported to the Provost Marshal.

j. See MEDDAC Regulation 40-56 for additional Preventive Medicine/Health & Environmental procedures and guidance (prevention of heat injury, water discipline, food service, insect/rodent control, poisonous plants, snakebite, and control of communicable diseases of animals, waste disposal, and nutrition).

#### **6-11. EXISTING PRIOR TO SERVICE (EPTS) CONDITIONS.**

a. EPTS conditions, which are disqualifying per AR 40-501, even if temporary will cause immediate termination of the individual's AT. The Chief, USA Health Clinic, through the Post Commander, will take action to have the individual released by initiating a memorandum to the Unit Commander recommending release of the individual.

b. A formal line of duty investigation must be initiated on National Guard personnel relieved from active duty because of EPTS conditions.

**6-12. IMMUNIZATIONS AND PHYSICAL EXAMINATIONS.** Immunizations and physical examinations for Reserve or National Guard personnel will be completed prior to arrival for AT. The USA Health Clinic will not provide these services for AT personnel.

#### **6-13. HOSPITALIZATION BEYOND AT PERIOD.**

a. The unit Commander is responsible for initiating retention procedures for individuals hospitalized beyond the AT period as contained in AR 135-200, AR 635-200, AR 40-3 and 1A Reg. 40-1.

b. The unit Commander will provide USA Health Clinic with a copy of the orders placing the individual on active duty.

c. It is very important that the information in MEDDAC Reg 40-56 be disseminated to the appropriate staff in your unit.

## **CHAPTER 7**

### **ADMINISTRATION**

**7-1. DEATHS AND SERIOUS INJURY REPORTING.** Any deaths or injuries of any service member on Fort Pickett will be immediately reported to the Chief, DPTS in bldg 3001. Reports are due prior to units clearing post at end of their training cycle. Directives pertinent to these reports are:

- a. AR 190-40, Serious Incident Report (SIR).
- b. AR 385-40, Accident Reporting and Records.
- c. AR 600-8-1, The Army Casualty System.
- d. AR 600-8-1, Line of Duty Investigation.
- e. AR 600-8-1, Disposition of Personal Effects of Deceased and Missing Persons.
- f. AR 600-8-1, Care and Disposition of Remains.

**7-2. PUBLICATIONS AND BLANK FORMS.**

a. Unit Commanders will secure all necessary publications, blank forms (including accountable and/or sensitive), and medals from their regular source of supply prior to departure from home station.

b. Pertinent local regulations, directives, and information type publications (packet) will be issued on the basis of one per company/detachment size unit upon arrival/sign-in of advance party.

**7-3. UNIT MAIL CLERKS AND UNIT POST OFFICERS.** Unit Commanders will designate a unit mail supervisor, a unit mail clerk, and an alternate unit mail clerk for the unit cadre. A DD Form 285 will be completed to include the date effective and revoked. Forms will be prepared in duplicate on each individual. One will be given to individual appointed and one filed in the MTC HQ mailroom, Bldg. 472. This card will be shown when designated personnel arrive at the HQ for mail call. Designated personnel will be completely familiar with postal regulations.

**7-4. MAIL AND LOCATOR SERVICE.**

a. The HQ mailroom, Bldg 472, operates 0700-1600, Tuesday-Friday, and is closed on Saturday and Sunday. Training units should use the following address in order to receive mail:

SOLDIER'S NAME  
UNIT NAME  
Building 472 - FORT PICKETT  
BLACKSTONE, VA 23824-9000

b. Outgoing personal mail may be delivered to the HQ mailroom as applicable. Mail is delivered and the Blackstone Post Office picks up outgoing mail at 1100 daily. No deliveries or pickups are made on Saturday and Sunday. In order to ensure dispatch at these times, mail should be in the HQ mailroom 30 minutes before scheduled departure time. Authorized unit mail clerks will pick up incoming mail for units training at this installation at 1300 hours, Tuesday-Friday, Bldg 472.

c. Use of registered, insured, and certified (accountable) mail, return receipts and delivery is limited to those instances specifically required by law, DOD directive, and DOD directives as implemented by Army regulation. Outgoing official accountable mail will be received at the HQ mailroom prior to 1400, Tuesday-Friday.

d. The HQ mailroom is not authorized to handle stamps or money orders. Stamps, envelopes, and money orders may be purchased at the Blackstone Post Office. The unit mail clerk may pick up personal mail only.

e. Organizations having postal units assigned will handle their own mail. An authorized mail clerk of the Army postal unit may accompany installation mail clerk/alternate to the Blackstone Post Office and act as an assistant.

f. Unit Commanders will prepare a roster for all personnel attending training with their unit. This roster will reflect quarters and/or duty phone number. Rosters will be alphabetical and delivered to the HQ mailroom by advance party personnel.

g. Units departing Fort Pickett will furnish the HQ mail room a unit locator card, DA Form 3955, reflecting: (1) complete unit designation, (2) complete official forwarding address, and (3) dates of arrival and departure.

#### **7-5. MESSAGE CENTER OPERATIONS.**

a. Correspondence and official mail addressed to this headquarters should be delivered to the Post HQ, Bldg 472. Properly identified unit representatives may pick up correspondence or official mail addressed to units.

b. Duplicating Services. There are no duplicating services available. Units are responsible for bringing their own capabilities.

#### **7-6. WEARING OF THE UNIFORM.**

a. Wearing of prescribed uniform will be IAW AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

b. The Patrol Cap is authorized for wear with the ACU by the Commander on Fort Pickett and Blackstone. Wear of the ACU outside the Blackstone area requires the beret as appropriate headgear IAW AR 670-1. Wear of the ACU is authorized downtown, but will not be worn if alcoholic beverages are consumed.

c. Dependents may not be barred from entry onto the installation or quarters solely on the basis of their appearance; however, entry by dependent and military personnel in civilian attire into post facilities, such as snack bars, exchanges, exchange concessions, morale support activities, theaters, may be denied individuals in the following attire:

(1) Halter tops.



(2) The white undershirt (T-shirt) and/or tank shirt when worn outside the trousers, unbuttoned shirts, and jackets painted with obscene pictures or slogans, antimilitary slogans or any material that can be considered to desecrate the flag.

(3) Flip-flops will not be allowed in Dining Facilities.

(4) Bare feet.

## **7-7. IDENTIFICATION AND PRIVILEGE CARDS.**

a. Identification cards should be issued to all troops prior to departure from home station. This identification card is proper identification for Post Exchange privileges when in civilian clothing during the individual's active duty tour.

(1) ID Cards may be obtained while at Fort Pickett. Phoning 292-2327/2496 will make appointments for those persons requiring Identification Cards.

(2) Normal hours for issuing identification cards are 0700-1700, Tuesday–Friday. .

(3) Based upon the appointment time coordinated between the unit and the DPCA representative, unit members will report for ID card processing. ID Card processing should be accomplished during the first week of training whenever possible. An OIC/NCOIC will accompany the group to the facility to assist in ensuring orderly and timely processing.

## **7-8. COMMUNITY RECREATION ACTIVITIES.**

a. Athletic equipment. All units should bring necessary athletic equipment as their needs demand. CRA has a limited amount of equipment that will be issued on a first come, first served basis. DA Fm 1687, Notice of Delegation of Authority, must be on file at the CRA sports office, Bldg T-1613, ext 8626.

b. Available facilities. Recreation Guide, included in packet material distributed to each unit, provides detailed information regarding available facilities.

(1) Softball fields and unit picnic areas are available upon reservation only, ext 8626.

(2) Fitness Center, Bldg T-1613, ext 8626, contains four basketball courts, one volleyball court, weight lifting, universal weight equipment, boxing equipment, and sauna bath. Hours of operation are published periodically.

(3) Post stadium on Military Road. Quarter mile paved track, combination softball, soccer, and football field, by reservation only, ext 8626.

(4) Leisure Center, Bldg T-2403, ext 2523 (air-conditioned). Lounge with color satellite TV, pool tables, table tennis, assorted table games, reading room, bumper pool, foosball, sodas, sandwiches and snacks. Equipment available at Leisure Center cannot be taken from building.

c. Outdoor Recreation Picnic Areas. Six picnic areas are available by reservation only, ext 2618.

d. Game Check Station. This facility serves as the central control/coordination center for all fishing/hunting/trapping/ boating on Fort Pickett. These activities are governed by Fort Pickett Circular 210-11, which requires all persons to possess a valid Virginia State license and a current Fort Pickett permit. License/permits may be purchased at this facility and Bevell's Hardware in Blackstone. Hunting/fishing maps are available during posted operating hours. Reduced permits are available for visiting units.

e. Outdoor recreation equipment checkout center. All outdoor recreation rental equipment is available from Bldg 1613. A list of available rental items and current fees can be obtained during posted operating hours.

**7-9. RELIGIOUS SERVICES AND CHAPLAIN ACTIVITIES.** (Reference AR 165-20).

a. All religious services and other chaplain activities will be coordinated through the Post Chaplain.

b. The Post Chaplain, Fort Pickett, is responsible for:

(1) Establishing a religious program on post and contacting local religious organizations who are willing to minister to soldiers.

(2) Scheduling use of post religious facilities and resources by visiting units.

(3) Acting as property control officer for chapel facilities.

c. Units are responsible for:

(1) Coordinating religious coverage with the Fort Pickett Chaplain as early as possible to assure effective use of unit and post resources and achieve as wide promotion of religious activities as possible.

(2) Having unit chaplain (or adjutant, if chaplain is unavailable) contact the Post Chaplain upon arrival at Fort Pickett.

(3) Seeing that post religious facilities used by the unit are checked daily for physical security, fire safety, police of grounds, cleanliness, and submission of work order requests.

**7-10. NON-APPROPRIATED MILITARY UNIT FUNDS.**

a. The Installation Morale Welfare Recreation Fund (IMWRF) Director, Fort Pickett, has the responsibility of distributing reserve component dividends. This office is located in Bldg T-472, Fort Pickett, Virginia 23824-5000, ATTN: VAFP-P-MWR, ext 2613.

b. The unit fund custodian of the organizational element requesting unit fund support during training periods must initiate request for dividends. The request will be completed, signed, and forwarded to the Unit Morale Support Fund not later than the third day of training. Request may be delivered to the DPCA Budget Assistant, Bldg T-472, Fort Pickett, by noon the

first Tuesday. Request will be accompanied by one copy of the unit orders reflecting the unit designation, the period of training and the location. The following information is to be included:

- (1) Actual present strength on day of arrival (officer, enlisted, and total).
- (2) Period of training. (When all members of a unit do not perform training during the same inclusive dates, this must be noted; i.e., advance party - 10 members, 13-27 Aug; main body - 125 members, 15-29 Aug. Copies of all orders and a unit roster must be attached.)
- (3) Telephone extension and name of custodian during training.
- (4) Designation of fund and permanent mailing address.

Normally, checks will be ready for pick up at Bldg T-1613 from five to seven days after receipt of original request. Units will be notified when checks are ready for pick up by the unit custodian.

c. Units may receive dividends for attached present personnel provided any other unit for dividend purposes is not carrying these individuals.

**7-11. UNIT PARTIES.** A request for use of alcoholic beverages during unit parties will be submitted 72 hours prior to event by memorandum to Commander, NGVA- MTC, Fort Pickett, ATTN: VAFF-P-CDR Date, time, and location of party will be included in request. It will also contain a statement that individuals under 21 years of age will consume no alcoholic beverages. The Fort Pickett Commander will approve/disapprove by endorsement. This document will be present during parties, and will be enforced by the military police.

**7-12. POST EXCHANGE.**

a. Post Exchange and Barbershop is located in Bldg T-2204. AR 60-10 prohibits the establishment and/or operation of revenue producing and/or sales activities by other than the Army and Air Force Exchange Service.

b. Available facilities:

- (1) Bldg T-2405, Laundromat.
- (2) Bldg T-2480, Theater. Movie schedule will be posted at the theater and published in the Fort Pickett Bulletin. For reservations for briefings/meetings contact DPTM, Bldg T-471, ext 2116.
- c. Vending machines for soft drinks and candy will be available in all cantonment areas. Requests must be forwarded in writing to the area PX manager. Bulk sales of soft drinks and beer will be available from the Post Exchange in Bldg T-2204.

**7-13. TELEPHONE CENTERS.** Long distance telephone pay station booths have all been removed from Fort Pickett. There is a Cyber Café located in the Leisure Center (Bldg T-2403).

**7-14. RED CROSS.** An American Red Cross field office representative will be available on call to furnish emergency assistance and may be contacted at Fort Lee, COM (434) 861-6090, DSN 687-1203, during duty hours and DSN 687-2326 after duty hours or call the Fort Lee operator.

**7-15. SAFETY.** The safety program for units will be administered IAW AR 385-10, Army Safety Program; AR 385-40, Accident Reporting and Records; and AR 385-55, Prevention of Motor Vehicle Accidents, and Fort Pickett Regulation 385-10. Unit Safety Officers will report to the Fort Pickett Safety Office, Bldg T-472, prior to training. A copy of DA Fm 285 for all recordable accidents will be submitted to the Safety Officer prior to unit clearance from being signed.

**7-16. RECYCLING FACILITY.** Fort Pickett Recycling Facility is located on Kemper Avenue in Bldg T-2360. Hours are 0730 - 1700 Monday and 0700 - 1700 Tuesday through Friday. The Recycling Facility can provide scrap and usable lumber for training. When training is completed the facility will accept all recyclable materials (cardboard, cans, paper) at the compound. Units are reminded that ammunition, expended ammunition and other controllable materials (barrels, paint, and petroleum products) must be turned in at the appropriate location. DSN 438-2800/2242 or COM (434) 292-2800/2242.

**7-17. HAZARDOUS MATERIAL DISPOSAL.** Hazardous material will not be disposed of in dumpsters. The staff section that issued it will have proper disposal instructions. For further assistance, call DPW, ext 2630 or Safety, ext 8683.

## **CHAPTER 8**

### **LAW ENFORCEMENT AND MILITARY DISCIPLINE**

**8-1. TRAFFIC AND LAW ENFORCEMENT AT FORT PICKETT.** The Fort Pickett Police or MPs enforce federal, military, state and Fort Pickett laws and regulations. U. S. Army Criminal Investigation Command (USACIDC) support comes from the Fort Lee Office of USACIDC. Most offenses are handled either through the military justice system, or Nottoway General District court, held at Nottoway, Virginia.

**8-2. JURISDICTION.** Fort Pickett shares jurisdiction with the State of Virginia (concurrent jurisdiction) over the majority of Fort Pickett. When a situation requiring investigation and/or prosecution, the Fort Pickett Police coordinate investigations and prosecution with appropriate military, federal, state and/or county authorities, based on the circumstances of the situation. They also coordinate with unit Staff Judge Advocate personnel, as appropriate. For this reason, units that bring Staff Judge Advocate support with them are encouraged to make coordination with The Chief of Police, ext. 2400.

**8-3. CONFINEMENT.** Military confinement facilities are not available on post. The nearest military confinement facility is located at Fort Meade, Maryland.

#### **8-4. FIREARMS, LETHAL WEAPONS, AND FIREWORKS.**

A. Firearms. IAW AR 190-11 and NGR 190-11, the following applies:

(1) Any individual carrying a pistol during field exercises and training must have the pistol secured to him by means of a lanyard. The providing of the lanyard must be a unit responsibility.

(2) When units are conducting training, small arms will be secured in approved lot racks or containers when not in use.

(3) Privately owned firearms. Virginia State laws regarding transportation of firearms are strictly enforced. Fort Pickett has no arms room facilities available for sign out for privately owned weapons. Commanders are requested to discourage their personnel from bringing firearms. The Fort Pickett Post Commander has determined the conditions under which personal weapons may be brought onto the post. The Fort Pickett Police Department has been assigned responsibility for the registration of personal weapons brought on to the post. The Provost Marshall shall make the determination of the validity of issuing a permit to owners. Owners of weapons must have a permit to bring the weapon onto the post. The following shall govern the process for the registration of personal weapons.

a. Personal weapons may be brought onto the post provided the following guidelines are followed:

1. The weapon is registered at the Police Department.

2. The owner keeps in his possession at all times a copy of the registration certificate signed by the Provost Marshall.

3. The weapon is kept in a locked vehicle, inside a locked compartment or container. (i.e. trunk, console, glove box, gun box, etc). A weapon may not be locked in a gun rack in clear view of the public.

4. The weapon remains in the vehicle, in the locked container, during its stay on post. A weapon may never be brought inside a post building.

B. Additional restrictions:

1. Only weapons used for hunting or personal protection are permitted. Under no circumstances will assault rifles, automatic weapons, or weapons of mass destruction be brought on post.

2. No person shall register or bring on the post any weapon they do not lawfully possess.

3. No more than three weapons may be registered by any one individual.

- a. a handgun for personal protection
- b. a hunting rifle
- c. a hunting shotgun

4. Only one weapon may be brought on post by a registered owner at a time.

C. Method of registering personal weapons:

1. The applicant will complete a Personal Weapon Registration Form (PD-1). Forms may be obtained at the Police Dispatch Center. The form will be left with the Police Dispatcher.

2. A criminal history check will be conducted of the registered owner and a NCIC check on the weapon will be conducted.

3. The form will be left with the Police Dispatcher who will conduct the NCIC and Criminal history checks. They will then forward the form to the Provost Marshall. The Provost Marshall or his Deputy, after insuring all safeguards have been completed shall approve/disapprove the weapon registration and forward it back to the applicant.

D. Final authority

1. The approval or disapproval for the registration rest with the Provost Marshall and Post Commander.

2. Any violation of the terms of this registration will result in revocation of all registrations held by an owner.

3. Nothing in this order shall authorize the possession of a handgun in violation of the laws of the Commonwealth and/or Federal Government.

b. Definition of weapons as pertains to this regulation is identified in AR 190-11 and supplements.

(1) Personnel living in troop billets will not keep any weapon in their personal possession.

(2) No person will carry any unauthorized weapon concealed on his person or in a vehicle on post at any time, with the exception of fulltime MTC staff officers and NCOs with weapons registered on post and with a valid concealed carry permit issued by a county in Virginia.

(3) With the exception of on-duty law enforcement officers and those personnel listed in (2), no weapons will be carried into any PX, Community Club, Theater, Health Clinic, bldg's 316, 471, 472, 3001, or recreational facility at any time.

c. Fireworks. No person shall possess or carry on his person or in any vehicle, or introduce into any building or facility on this post, a bomb, bombshell, firecracker, or explosive of any type, including "duds". This restriction does not apply to military munitions or explosives when the carrying introduction or use is in conjunction with authorized training directed by competent authority.

d. Ammunition. All ammunition to include grenade simulators, artillery simulators, flares, smoke grenades and C/S training grenades must be closely controlled by the chain of command. Abuse and wrongful disposition of such training munitions is prohibited.

## **8-5. MILITARY POLICE.**

a. AT MP units/personnel will coordinate all enforcement activities with the Fort Pickett Police Operations Section.

b. AT units may exercise MP jurisdiction only over those areas that have been specifically allocated to them. This headquarters reserves MP jurisdiction over certain activities and areas. Normally, site support MP units/personnel will be under the operational control of the Fort Pickett Provost Marshall.

c. Law enforcement officers engaged in the performance of official duties will not be denied access to any building, area, or facility occupied by troops or AT troop units.

d. All on post accidents will be reported to the Fort Pickett Police Department as soon as possible. Off post accidents will be reported to appropriate military and civil authorities.

## **8-6. CONTROL OF ALCOHOLIC BEVERAGES.**

a. Consistent with the laws of the Commonwealth of Virginia, military, civilians or family members, twenty-one years of age or older, are permitted to purchase, possess, transport or consume beer, wine and liquor. Consumption of beer, wine and liquor shall be in moderation. No open containers of an alcoholic product may be transported in a motor vehicle.

b. The use of alcoholic beverages is permitted in the following areas at Fort Pickett: post clubs, and picnic areas. Alcohol may be consumed at ball fields and the stadium during post sanctioned sporting exhibitions or other events. However, consumption of alcoholic beverages is prohibited while hunting, fishing and/or boating and at specific locations prohibiting alcohol, such as the picnic site at the post pool (see alcohol restrictions - Chap 7).

c. The use of alcoholic beverages while in military uniform or during duty hours are prohibited. Alcoholic beverages will not be served at parties prior to 1600, unless the Training Site Commander grants a case-by-case exception.

d. Personnel may participate in unit/section parties held in accordance with the following guidelines:

- (1) An officer or senior NCO (not less than E8) will sign for the building/site.
- (2) The function must end not later than 2300, except the picnic areas adjacent to lakes such as the Twin Lakes picnic area. These functions must end not later than 2100.
- (3) The building/site will be cleaned by the unit and released by the Directorate of Personnel and Community Activities (DPCA) representative not later than 0900 the following day.
- (4) The OIC/NCOIC will coordinate through the DPCA, in writing, for approval to serve alcohol at any function. The memorandum will be addressed to the Commander, NGVA- MTC, ATTN: VAFP-DPCA, Fort Pickett, Blackstone, Virginia 23824-9000 and include name of unit, date of function, time (from/to) and place, name and phone number (on post) of person in charge. A statement should be included that individuals under 21 years of age will not be allowed to consume alcohol. Copies of requests and approval/disapproval will be furnished to the Provost Marshal and Post Sergeant Major by the DPCA.
- (5) No consumption of alcoholic beverages is allowed at parties conducted in the immediate vicinity of the post field house and/or swimming pool.
- (6) Dining facilities are the only buildings in troop areas, other than DPCA facilities, authorized for parties.
- (7) The DPCA is the point of contact for problems that are not resolved at the facility level.



e. Alcohol for social/unit functions should be purchased from post facilities (AAFES/MWR).

## **8-7. COURTESY PATROL (CP) PROGRAM.**

a. Major units training at Fort Pickett may be requested by the Post Commander, through the Post Sergeant Major, to provide personnel for CP duty.

(1) Definition: A CP as referenced is a patrol unit comprised of senior AT unit enlisted personnel tasked with, but not limited to, the following duties:

(a) To assist in the policing and safeguarding of AT unit personnel in designated areas.

(b) To assist Fort Pickett Police in crowd control and in keeping general discipline and order within the recreational/administrative areas of Fort Pickett.

(c) To act as the direct eyes and ears of the represented unit Commanders and the Fort Pickett Police Department shift supervisor.

(d) To ensure proper wear of the military uniform.

(2) Patrol personnel: Personnel chosen for CP duty should meet the following guidelines: Senior NCO (E7 or above) as senior patrol member. Junior NCO as his/her driver. Courtesy patrol will be their only duty during the unit's designated tour of duty; i.e., NCOIC will not double as Bn/Co Duty NCO, etc. Each member must possess a high degree of maturity and responsibility in order to be eligible for CP duty. Additional personnel may be requested, based on need.

(3) Units will develop a duty roster indicating personnel designated for CP duty for dates assigned. This roster will be forwarded to the Post SGM 24 hours prior to the detailed CP period. Duty will normally be conducted between 2000-0200 or as requested by the Post SGM. The Post SGM will forward a copy of the duty roster to the PMO Operations Section.

(4) All CP personnel will report directly to the Fort Pickett Police Department located in Bldg. T-471, thirty minutes prior to assuming duty to receive patrol area assignments and a patrol briefing. They will also receive flashlights and duty logs, and DA Fm 1594, if not already provided. Personnel will be required to keep a duty log of any and all incidents and observations. Patrols are required to report to the Dispatcher either physically, telephonically, or by radio on an hourly basis during their tour of duty. This will enable patrol personnel to give the Dispatcher a situation report on their assignment area.

(5) Uniform will be ACUs with CP armbands. This will provide a high degree of visibility to ease recognition problems and reduce confusion among soldiers.

(6) Vehicles: The units tasked for CP detail will provide vehicles (5/4 ton and smaller) for patrol duty. Minimum of two CP personnel per vehicle. No single member patrols.

(7) Courtesy patrols will be required to have tactical FM radios for use while on CP patrol. Patrol members will be briefed on radio procedures and receive their unit call signs from the Dispatcher or Patrol Supervisor.

(8) Units should brief patrol members prior to reporting to the Police station on unit policies for handling common and emergency situations which may involve personnel assigned to their command.

(9) Patrol members should be made aware of the fact that they are performing duty as a "courtesy" to their fellow soldiers. They should be helpful to all personnel and especially watchful to prevent incidents from occurring and/or escalating further.

b. There are three primary CP areas on Fort Pickett. They are defined as follows:

(1) Patrol Area #1 (boundaries North, Hospital Road; South, East 27th Street; East, Dearing Avenue; West, Garnett Avenue). Key areas and structures located in Area #1 are:

(a) Bldg T-2101 (Conference Center/Annex).

(b) Bldg T-2408 (Post Theater).

(c) Bldg T-2204 (Post Exchange).

(d) Bldg T-2405 (AT Laundry).

(e) Bldg T-1692 ( Dispensary).

(f) Bldg T-2403 (Post Leisure Center).

(g) BOQs T-2304-2306/2434-2807.

(h) All motor parks.

(i) Ballfields/open fields.

(2) Patrol Area #2 (boundaries North, Military Road; South, Hospital Road; East, Dearing Avenue; West, Garnett Avenue). Key areas and structures in Area #2 are:

(a) Bldg T-2204 (AT PX).

(b) Bldg T-1613 (Gymnasium).

(c) Bldg T-1639 (Post Swimming Pool).

(d) Bldg T-1614 (Guesthouse).

(e) BOQs T-1707-1710/1808-1810.

(f) Brigade Complex.

(g) Motor parks and open fields.

(3) Patrol Area #3 (boundaries North, East Tenth Street; South, Military Road; East, Dearing Avenue; West, Garnett Avenue). Key areas and structures in Area #3 are:

(a) Building 1700 post conference facility

(b) Bldg T-1307 (Communications Facility).

(c) All sports fields.

(d) All motor parks.

c. Any questions concerning this requirement or any other aspect concerning the duties and responsibilities of established CP should be directed to the Post Sergeant Major, ext 2560.

## **8-8. TRAFFIC ENFORCEMENT AND REGULATIONS.**

a. Fort Pickett enforces Virginia traffic and criminal law. Operators of motor vehicles on Fort Pickett are subject to the current provisions of the Motor Vehicle Code of Virginia, the same as required for legal operation of similar vehicles on state highways.

b. Motor vehicle registration is required on Fort Pickett. Vehicles registration is conducted in the rear of building 472. Units are encouraged to maintain their own rosters of privately owned vehicles (POVs) that are brought to Fort Pickett by their unit personnel. Fort Pickett assumes no responsibility for the security of POVs.

c. Traffic Accidents.

(1) The driver of any vehicle involved in any accident resulting in the injury or death of any person, or property damage, or some person acting for him, is required to give notice of the accident to the Police Department by the quickest available means. Ext 8444 or 911

(2) For accidents involving fatalities, personal injury, or estimated damage in excess of \$1000, a Police Traffic Accident Report will be completed. All accidents with property damage only (PDO) estimated as less than \$1000, will be reported on an information MPR. As a matter of policy, the Police process all traffic accidents that occur on Fort Pickett, except as follows:

(a) Accidents on state roads involving privately owned vehicles (POV) either solely or with a military vehicle, may be referred to the Virginia State Police or local sheriff departments. Fort Pickett Police and other Fort Pickett emergency services, however, conduct an initial response, pending arrival of state or county authorities and/or emergency services. For accidents involving military vehicles, an information report will be completed by the PD.

(b) On post accidents involving death or serious injury, involving POVs either solely or with a military vehicle, are referred to the Virginia State Police or sheriff departments

d. Select Fort Pickett Regulations.

(1) Troops will not perform organized physical training (running included), unit formation runs, etc. in congested areas or on major traffic routes (i.e., Military Road, East Parade, etc.).

(2) Operation of Military Vehicles. No driver will back a tactical military motor vehicle, 3/4 ton or larger, without a guide to assist in rearward movement. If no other person is present to

assist, the driver will dismount and assure that the backing movement may be made in a safe manner.

(3) Movement of Troops. Dismounted troop columns have the right of way. Foot troops in columns have the right of way over all other traffic except emergency vehicles and will march on the right side of the road in columns of twos, as near the curb or shoulder as possible. Unit Commanders are responsible for safe movement of foot troops as well as:

(a) Have flank guards halt traffic from all directions when crossing roadways or intersections.

(b) Use flank movements to cross roadways.

(c) Avoid heavily traveled roadways where practical.

(d) Marching unit in columns of twos.

(4) Military Operator's License. Each operator of a government tactical vehicle will have a valid SF 46 (US Government Motor Vehicle Operator's Identification Card) in his/her possession.

(5) Speed Limits. The following speed limits are established and any speed in excess of these limits will be accepted as prima fascia evidence that the speed is not reasonable or prudent and in violation of Virginia law and this regulation.

(a) 35 miles per hour everywhere on the reservation except where otherwise prescribed by posted signs or this regulation.

(b) 25 miles per hour for wheeled vehicles and 15 miles per hour for tracked vehicles, on tank trails/soft surface roads.

(c) 10 miles per hour for all vehicles operating under blackout drive.

(d) 3 miles per hour in bivouac sites.

(e) 10 miles per hour when approaching or passing a column/formation of troops.

(f) 10 miles per hour in any service drive in a housing/billeting area.

(g) 5 miles per hour in Post Exchange, Chapel, or other restricted or congested parking areas.

(h) 5 miles per hour in any parking area, motor pool or motor park, unless otherwise posted.

(i) No person will drive a vehicle on the reservation at such slow speed that normal and reasonable flow is impeded, except in reduced speed zones, or where reduction is necessary under the attendant circumstances. Road and weather conditions may necessitate a slower speed than that which is posted.

(6) Motorcycle, Motor scooter, and Moped equipment. For motorcycles and other self-propelled, open, two-wheel, three-wheel, and four or more wheel vehicles powered by a motorcycle-type engine, the following equipment rules apply:

(a) Headlights will be on at all times when in operation.

(b) A rear view mirror will be attached to each side of the handlebars.

(c) Helmets. Personnel riding as operators or passengers will wear protective helmets, chinstraps fastened that meet Department of Transportation motorcycle safety helmet construction standards. Military personnel will wear protective helmets with the uniform only while actually riding such vehicles.

(d) Protective clothing. Personnel riding as operators or passengers will wear eye protection approved by the State of Virginia, full-fingered gloves, long trousers, long-sleeved shirt or jacket, high-visibility garments (bright color for day and reflective for night), and leather boots or over-the ankle shoes.

(7) Unattended Motor Vehicles. No person driving or in charge of a motor vehicle will permit it to stand unattended without first stopping the engine, removing the ignition key, and effectively setting the brake and when standing upon any grade, turning the front wheels to the curb or side of the roadway. Where reasonably necessary for safety, heavy vehicles and those not equipped with hand brakes will have their wheels blocked to prevent movement while unattended.

(8) Driving through convoy. Unless authorized by the traffic control personnel, no driver of a vehicle will cross or drive between vehicles of a convoy from the rear or to the front, unless such action may be accomplished safely and without affecting direction or speed of convoy vehicles.

(9) Seat Belts. Seat belts will be worn in accordance with Virginia Law.

(10) Headphones, earphones, and cell-phones. The wearing of headphones or earphones is prohibited while driving a U.S. Government vehicle, POV, motorcycle, or other self-propelled two-wheel, three-wheel, and four-or-more wheel vehicle powered by a motorcycle-type engine. This does not negate the requirement for wearing hearing protection when conditions or good judgment dictate use of such protection. Cell phones are permitted to be used while driving on post **ONLY** if using a hands free device.

(11) Parking.

(a) Violations. Fort Pickett Police use Virginia traffic summons.

(b) Method of Parking.

1. Parking with or against the flow of traffic is authorized.

2. Temporary parking for the purpose of unloading equipment or personnel in front of otherwise unauthorized parking in front of building is authorized provided the vehicle will be attended, or is completely away from any roadway. In this circumstance, parking on seeded areas is authorized, unless such parking will damage the grassy area.

(c) Stopping or Parking Prohibited in Specified Places. Except when necessary to avoid conflict with other traffic or in compliance with law directions of a police officer or official traffic-control device, no person shall:

1 Stop or park a vehicle on a sidewalk, within an intersection, on a crosswalk, between a safety excavation or obstruction when stopping or parking would obstruct traffic upon bridge or elevated structure, in reserved parking spaces, or on the grass or seeded area. Parking on grass or seeded areas is only authorized to facilitate military operations.

2 Park a vehicle, whether occupied or not, except momentarily to pick up or discharge passengers: In front of a public or private driveway, within 50 feet of any building or structure, within 15 feet of a fire hydrant, within 20 feet of a crosswalk at an intersection, within 30 feet upon the approach of any flashing signal, stop sign or traffic-control signal located at the side of a roadway, within 20 feet of the driveway entrance to any station within 75 feet of aide entrance (when sign is properly posted), at any place where official signs prohibit standing or parking, or within an intersection, on a crosswalk or on a sidewalk.

3 Park a vehicle, whether occupied or not, except temporarily for the purpose of

and while actually engaged in loading or unloading merchandise or passengers, within 50 feet of the nearest rail of a railroad crossing, at any place where official signs prohibit parking.

(d) Parking Not to Obstruct Traffic. No person shall park any vehicle upon a street, other than an alley, in such a manner or under such conditions as to leave available less than 10 feet of the width of the roadway for free movement of vehicular traffic.

(e) Operators of government vehicles must secure them when unattended. Minimum requirement is to remove key from ignition of vehicle if so equipped and to use chain/padlock to secure other vehicles. Units will be responsible for providing their own chain/padlock.

(f) Parking areas for Annual Training personnel. Ample parking areas have been designated for civilian vehicles. Unit Commanders will see that areas assigned will be utilized for this purpose and all vehicles present a neat and orderly appearance and eliminate traffic and safety hazards.

e. Convoy Regulations.

(1) Convoy control and markings will be as prescribed by applicable regulations.

f. Vehicular crossings of State Highway 40.

(1) Safe crossing of Highway 40 is the Unit Commander's responsibility.

(2) Commanders are encouraged to coordinate with the Fort Pickett Police Department prior to any unit crossings of Highway 40. Coordination is required when such crossing is to be conducted under blackout conditions.

(3) Crossing procedures are outlined in Fort Pickett Regulation 350-2.

## **CHAPTER 9**

### **RESOURCE MANAGEMENT DIVISION**

#### **9-1. REFERENCE.**

- a. DODI 4000.19, 9 Aug 95.
- b. Army Reimbursable Policy, 19 May 95.
- c. DFAS Manual 37-1, 18 Sep 95.

**9-2. GENERAL.** Training support requirements must be identified not later than 60 days prior to desired training date. Based on approved training requests, units will furnish funding documents for all Identifiable Incremental Costs associated with their training, including civilian overtime when requested by the unit. See Para 10-11 for types of funding documents to be provided. Some services are provided at no cost to Army National Guard.

**9-3. VaARNG UNITS.** Funding documents are not required for VaARNG units; however, training support requests must be submitted prior to training period. Requests for support will be used as authorization for accomplishing transfer of costs from Fort Pickett to each unit.

#### **9-4. DPCA SUPPORT FUNCTIONS.** COM (434) 292-2306.

a. Morale, Welfare, and Recreation (MWR) Facilities. The Fort Pickett State Morale, Welfare and Recreation Fund operates post MWR facilities. This is a self-supporting fund, which requires that fees be charged for certain activities. Coordinate directly with MWR Manager, DSN 438-2613/COM (434) 292-2613, [randy.edmonds@us.army.mil](mailto:randy.edmonds@us.army.mil).

b. Unit Fund Dividend. Unit fund dividends are available through the MWR. Contact MWR Manager for assistance.

c. Postal. Mailroom is located in Building 472. No metering is available for outgoing mail.

d. Copier support is not available for training units.



**9-5. DPTS SUPPORT FUNCTIONS.** COM (434) 292-2116.

a. Range and maneuver space will be scheduled by Range Operations Branch. When required, qualified Range Operators will be provided to support unit training.

b. Training materials (i.e. tank targets) and other associated items.

**9-6. DOL SUPPORT FUNCTIONS.** COM (434) 292-2505.

a. POL. Fuel drawn is billed directly to unit by DESC. POC is SGT Alexandra Rodriguez, (434) 298-5531; [alexandra.m.spoon@us.army.mil](mailto:alexandra.m.spoon@us.army.mil).

b. Transient housing (VOQ/VEQ). Coordinate directly with Billeting Office, COM (434) 292-2443.

c. Ice. Ice may be purchased directly from Prime Vendor using Government Purchase Card, or a separate MIPR must be provided. POC is SGT Nathalie Rodriguez, (804) 228-3948; [nathalie.rodriguez@us.army.mil](mailto:nathalie.rodriguez@us.army.mil).

d. Portable latrines and gray water tank rental.

e. Laundry for linens used in troop billets.

f. Subsistence.

(1) Raw Subsistence. Subsistence is ordered for each unit through the VaARNG Prime Vendor. Letter of Instruction will be provided by VACL-F. POC is SGT Nathalie Rodriguez, (804) 228-3948; [nathalie.rodriguez@us.army.mil](mailto:nathalie.rodriguez@us.army.mil). Provide MIPR/LOA for use of direct fund cites. USPFO for VA will order rations IAW published Virginia Army National Guard and Fort Pickett fourteen-day Field Training Menu.

(2) Meals Ready to Eat. MREs are not available for issue at Fort Pickett; however, units may order through their supply channels with a ship to/delivery of Fort Pickett. DOL Supply and Storage Branch will receive the MREs and store until unit arrives. Units must not ship direct to Fort Pickett without prior coordination. POC is Mr. Bowlin (434) 292-2218.

(3) Contract Dining Facility. A full time contract dining facility is available on post; however, seating is limited. For additional information contact SFC Colley, (434) 292-2505; [jennifer.colley@us.army.mil](mailto:jennifer.colley@us.army.mil).

- h. Packaged POL is available on an emergency fill or kill basis.
- i. Self service and construction/engineer type supplies for unit training are only available through local purchase using the unit's government credit card.
- j. GSA vehicles support for training units is extremely limited. POC: CPT Frederick Stovall, (434) 292-2278; [frederick.stovall@us.army.mil](mailto:frederick.stovall@us.army.mil).
- k. Medical supplies are not available for issue to units. Units must bring adequate medical supplies from home station.

**9-7. DPW SUPPORT FUNCTIONS.** COM (434) 292-2670.

- a. Communications. Buildings are wired for basic service; however, units will be charged for each telephone line (based on monthly port access fee); for all work orders submitted for installations, moves or removals of phone lines; and for all long distance toll charges, including DSN. Internet access is only available if requested. Reimbursement is required for installation, internet service provider, and minutes of use. POC is G6 IT Help Desk at (434) 298-6138.
- b. Installation charges. Covers Identifiable Incremental Costs (IIC), including utilities, for facilities utilization.
- c. Requirements for Telecommunications services need to be scheduled and input through the DPW service desk NLT 7 days in advance of arrival.
- d. Requests for heavy Equipment, Entomology and Carpentry support need to be arranged a minimum of 7 days in advance.

**9-8. ENVIRONMENTAL SUPPORT FUNCTIONS.** COM (434) 292-2144.

- a. Hazardous waste/material disposal.
- b. Spill cleanup and debris disposal.

**9-9. VaARNG MAINTENANCE SUPPORT:** COM (434) 292-2424.

Equipment repairs and repair parts. Coordinate directly with Shop Foreman, OMS #15, building 1556.

**9-10. EQUIPMENT CONCENTRATION SITE #88.** COM (434) 292-2430.

Equipment loan and maintenance. Equipment loans must be requested 90-180 days in advance using FORSCOM form 156-R through the unit's Command with a copy furnished to ECS 88 Bldg T-563, 10<sup>th</sup> & Kemper Ave, Fort Pickett VA 23824 ATTN: Kennard Cabiness, (434)-292-2459. Other than Army Reserve units must request equipment on a Memorandum and have a MIPR in place 90-180 days in advance.

MIPRs will be forwarded to 99<sup>TH</sup> RSC DOL, ATTN: ARSC-CPA-CP-B, 5231 S. Scott Plaza, Fort Dix, NJ 08640 with copies furnished to Larry Masters, 1741 East Belt Blvd, Richmond VA 23224-4999 and ECS 88 ATTN: Mr Cabiness. Any maintenance required prior to return of loaned equipment will be provided on a reimbursable basis. Coordinate directly with Shop Supervisor at (434) 292-2197, [kennard.e.cabiness@usar.army.mil](mailto:kennard.e.cabiness@usar.army.mil).

**9-11. TYPES OF FUNDING DOCUMENTS REQUIRED.** DA Form 448/448-2 should be forwarded to the appropriate address 30 days prior to arrival of unit. FAX is acceptable. MIPRs issued to cover various units throughout the training year must list every unit (by unit designation and DODAAC) with specific training periods. Questions should be directed to Resource Management Division, Fort Pickett, Blackstone, VA 23824-9000, COM (434) 292-8601/8408 or FAX COM (434) 292-2201.

<u>TYPE OF SUPPORT</u>	<u>DOCUMENT REQUIRED</u>	<u>ADDRESS TO</u>
Laundry	DD Form 448 (MIPR)	USPFO for VA
Portable latrine rental		ATTN: VAFP-RM
Gray water, tank rental/disposal		MTC, Fort Pickett
GSA vehicle rental		Blackstone, VA 23824-9000
Miscellaneous supplies		COM (434) 292-2174
(Separate MIPR)		FAX (434) 292-2201
		<a href="mailto:Chikweita.settle@us.army.mil">Chikweita.settle@us.army.mil</a>
		<a href="mailto:Sandra.ragan@us.army.mil">Sandra.ragan@us.army.mil</a>
Communications	DD Form 448 (MIPR)	USPFO for VA
Tank targets & range materials		ATTN: VAFP-RM
Installation utility charges		MTC, Fort Pickett
Range Use fees		Blackstone, VA 23824-9000
(Separate MIPR)		COM (434) 292-2174
		FAX (434) 292-2201
		<a href="mailto:Chikweita.settle@us.army.mil">Chikweita.settle@us.army.mil</a>
		<a href="mailto:Sandra.ragan@us.army.mil">Sandra.ragan@us.army.mil</a>

1 October 2011

Fort Pickett Reg 350-1

Hazardous Material  
Disposal/Spill Clean Up  
(Separate MIPR required)

DD Form 448 (MIPR)

USPFO for VA  
ATTN: VAFM-E  
Bldg 316, Fort Pickett  
Blackstone, VA 23824-9000  
COM (434) 292-2144  
FAX (434) 292-2518  
[David.short@us.army.mil](mailto:David.short@us.army.mil)

VaARNG Maintenance/  
Class IX Repair parts  
(Separate MIPR required)

DD Form 448 (MIPR)

USPFO for VA  
ATTN: VACL-MBA  
Bldg 307, Fort Pickett  
Blackstone, VA 23824-6316  
COM (434) 292-8669  
FAX (434) 292-8671  
[Richard.tutwiler@us.army.mil](mailto:Richard.tutwiler@us.army.mil)

Raw Subsistence  
(Separate MIPR required  
for use of direct fund cite.)

DD Form 448 (MIPR)  
or LOA

USPFO for Virginia  
ATTN: VAPFO-RM-A  
Bldg 316, Fort Pickett  
Blackstone, VA 23824-6316  
COM (804) 228-3948  
[Natalie.rodriquez@us.army.mil](mailto:Natalie.rodriquez@us.army.mil)

Contract Dining Facility  
(Separate MIPR required  
For use of direct fund cite.)

DD Form 448 (MIPR)  
or LOA

USPFO for Virginia  
ATTN: VAFP-LSS  
Bldg 309, Fort Pickett  
Blackstone, VA 23824-6316  
COM (434) 292-2505  
FAX (434) 292-2607  
[Jennifer.colley@us.army.mil](mailto:Jennifer.colley@us.army.mil)

Ice  
(Separate MIPR required.)  
On site vendor will accept  
Government Purchase Card.

DD Form 448 (MIPR)

USPFO for Virginia  
ATTN: VAPFO-RM-A  
Bldg 316, Fort Pickett  
Blackstone, VA 23824-6316  
COM (804) 228-3948  
[Natalie.rodriquez@us.army.mil](mailto:Natalie.rodriquez@us.army.mil)

Transient Housing/                      Purchase Instrument  
VOQ/VEQ  
(Separate document required.)

Commander  
MTC Fort Pickett  
State Billeting Fund  
Bldg T-469  
Blackstone, VA 23824-9000  
COM (434) 298-2443  
FAX (434) 292-2990  
[Ruth.coleman@us.army.mil](mailto:Ruth.coleman@us.army.mil)

MWR Facility Usage Fees    Purchase Instrument  
(Separate document required.)

Commander  
MTC Fort Pickett  
MWR Fund, Bldg 1613  
Blackstone, VA 23824-9000  
COM (434) 292-2613  
FAX (434) 292-2409  
[Randy.edmonds@us.army.mil](mailto:Randy.edmonds@us.army.mil)

ECS #88 Equipment loan/    DD Form 448 (MIPR)  
Maintenance

99<sup>th</sup> RSC, DOL  
ATTN:ARSC-CPA-CP-B  
5231 S Scott Plaza  
Ft. Dix, N.J. 08640  
COM (609) 562-7561  
[julia.c.jones@usar.army.mil](mailto:julia.c.jones@usar.army.mil)  
[kennard.e.cabiness@usar.army.mil](mailto:kennard.e.cabiness@usar.army.mil)

BY ORDER OF THE GOVERNOR:

The proponent office for this regulation is the Division of Plans, Training and Security, Fort Pickett. Users are invited to send comments and suggested changes to NGVA-MTC, ATTN: NGVA-MTC-OTB.

OFFICIAL:

DANIEL E. LONG, JR.  
MAJOR GENERAL, VaARNG  
The Adjutant General

THOMAS P. WILKINSON  
COL, IN, VaARNG  
Commanding

DISTRIBUTION:  
A